



# GRACE BRETHREN SCHOOLS

## JOB DESCRIPTION: Preschool Teacher Aide

### INFORMATION

<b>Job Title:</b>	<b>Preschool Teacher Aide</b>	<b>Wkly. Hrs./Weeks:</b>	
		<b>Pay Grade:</b>	
<b>Department:</b>	Preschool	<b>Classification</b>	
<b>Reports To:</b>	Julia Chandler	<b>Effective Date:</b>	January 6, 2020

### SUMMARY

- The Teacher Aide is under the direct supervision of the Lead Teacher in the classroom, and is responsible to help plan and implement the preschool program.

### ESSENTIAL FUNCTIONS

- Be responsible for the supervision and teaching of the children for whom he/she is responsible.
- Attend to the personal needs of students throughout the day.
- Assist the teacher in managing student behavior and classroom routines through a positive approach.
- Assist the teacher in planning and implementing daily and weekly learning experiences for the children to allow for the aims/goals of the preschool to be met.
- Communicate effectively with parents, verbally and in writing.
- Assist the teacher in obtaining and/or preparing all materials needed to carry out the program.
- Assist the teacher in preparing the classroom with an environment conducive to meeting the aims/goals desired.

### COMPETENCIES

- Have the ability to communicate with children.
- Have the ability to plan and organize.
- Have the ability to control the group.
- Have the ability to be flexible enough to change plans if the situation warrants it.
- Keep the room neat and attractive.
- Have the ability to handle an emergency.
- Be professional in relationships at all times and in your attitude toward the job.
- Cooperate with the staff.

### QUALIFICATIONS

- Recognizable personal relationship with Jesus Christ and a demonstrated commitment to the doctrinal position of Grace Church of Simi Valley and Grace Brethren Schools with a continuous exhibition of desire to minister and serve others in varied capacities
- Functioning member of a local church
- Education: Have (or be in process of) a minimum of 12 E.C.E. units, or begin courses related to early childhood education.
- Experience: Preferred
- Demonstrated ability to establish and maintain effective working relationships with staff, faculty, vendors, students, &/or community members of diverse academic, socio-economic, cultural, & ethnic backgrounds
- Effective computer proficiency
- Competent, professional and personable
- Excellent oral and written command of the English language is required
- Ability to compose, proofread and edit correspondence

- Possess excellent organizational skills
- Exercise confidentiality, good judgment and discernment
- Service oriented and able to interface with many people is mandatory
- Multitasking in an environment with many distractions is a must
- Reading and comprehending correspondence is imperative

### WORKING CONDITIONS

- Working Environment: Typical preschool classroom environment, with responsibilities that require visiting other areas on campus
- Physical Demands: Must be able to lift, pull, push, grasp and bend while lifting up to 30lbs.

### ADDITIONAL INFORMATION

#### Minimum Conditions for Beginning Employment:

Prior to beginning employment, in accordance with Grace Brethren Schools policy and/or under federal or state law, all employees must:

1. Sign and return an offer of "At Will" employment
2. Present verification of their identity and authorization to work in the United States
3. Successfully pass a background investigation

If, because of a disability, you need special services or facilities in order to apply or interview for this opening please contact the Human Resources department.

Grace Brethren Schools does not discriminate on the basis of race, color, sex (including pregnancy), religion, national or ethnic origin, age, sexual orientation, gender identity or expression, honorably discharged veteran or military status, marital status, sensory, mental, or physical disability, or generic information, or any other status protected by local, state, or federal law in the administration of its educational policies, athletics, or other programs, or in the administration of its hiring and employment practices.

### APPLICATION PROCESS

Completed application form from Grace Brethren Schools. This can be obtained by contacting:

**Office of Administration, Human Resources**  
**2762 Avenida Simi • Simi Valley, California • 93065**  
[hr@gracebrethren.com](mailto:hr@gracebrethren.com) 805.522.4605

**Selection Process:** All applications will be reviewed by the Human Resources department. Selected candidates will be invited to participate in a personal interview process at Grace Brethren Schools. Any expense incurred in connection with these interviews will be the responsibility of the candidates.

**Application Procedures:** All documents included in your application remain the sole property of Grace Brethren Schools and will not be returned. Your file for this opening will not be considered unless all requested items are submitted and are complete.