



HAWAII BAPTIST ACADEMY JOB DESCRIPTION

Job/Position Title: Preschool Teacher Aide

Office: HBA Preschool Campus

Reports to: Preschool Director

Status: 12 months, Non-exempt

Primary Purpose: To assist teachers in the classroom, and monitor the safety of students.

Essential Duties/Functions

- Share the love of Jesus with children and parents
- Assist lead teacher in classroom management
- Maintain confidentiality in student, staff and preschool related matters
- Responsible for weekly cleaning of classroom toys and cots
- Responsible for co-implementation of weekly lesson plans at teacher's discretion
- Write reports of injuries, disciplinary problems, or students' needs and/or follow-up
- Responsible for prep work in classroom and special projects
- Responsible for bathroom, playground and cafeteria supervision
- Help prepare snacks
- Assist in feeding and changing children as needed ● Display a teachable and humble spirit

Other Duties/Functions:

- Attend meetings as requested. ● Organize classroom ● Other duties as assigned.

CORE COMPETENCIES REQUIRED OF ALL EMPLOYEES OF HBA: An employee of HBA must demonstrate the following core competencies:

- Christ-like Conduct. Imitate the life of Jesus Christ and take on his behavior, mindset, choices, and character, and apply it to everyday life. Exhibit love, humility, compassion, and servanthood, and allow God the opportunity to work in us and to manifest His Glory within us.
- Passion for Our Calling. Respond to God's passion in our hearts to complete the things He calls us to do. Acknowledge that passion encompasses more than the work, it taps into one's whole life purpose. Reward of wages and prestige are peripheral to using the God-given gifts and talents to have an effect on the greater good and an impact beyond oneself. Yield passionately to God's calling to live a life full of joy, satisfaction, and true fulfillment.
- Teamwork. Promotes teamwork through building consensus to develop mutual trust, respect, and commonality of goals. Supports team decisions, collaborates with others to develop team solutions, builds consensus, and resolves conflict.

- Customer Focus. Organizes and prioritizes resources to focus on and exceed customer expectations. Make it “easy to do business with” HBA. Demonstrate understanding, helpfulness, sensitivity, and a concern of the needs and feelings of external and internal customers.
- Effective Communication. Listens carefully to feedback and others’ views and asks clarifying questions to confirm understanding. Clearly states views and opinions. Actively takes responsibility to ensure there is mutual understanding in all viewpoints and communication. Effectively adapts oral and written communication to the needs and interests of the target audience. Openly shares information in a timely manner with others who need that information.
- Results Orientation. Can be counted on to achieve assigned or promised results in a timely manner by utilizing resources effectively. Clarifies expectations and measurements of performance. Seeks guidance or other resources needed. Takes personal ownership for results by holding self and others accountable for results. Shows strong desire and drive for success by identifying and overcoming obstacles. Demonstrates a sense of urgency and is persistent in using extra effort to achieve results. Focuses efforts on, and strives to attain, results that are important to the mission of HBA and specific department goals.
- Practical Thinking and Decision-Making. Identifies, defines, and focuses on specific problems or issues. Determines information needs; collects, analyzes, interprets, and develops it for use in making decisions. Makes timely and appropriate decisions driven by the information, the needs of the organization, and the need for innovation and creativity to accomplish assigned tasks.
- Continuous Improvement. Strives to continually improve one’s own job performance and to better the work environment, work quality, results, and how the work is done. Accepts both the need for and positive potential of change in the workplace. Willing to take managed risk to test approaches that may better satisfy a customer’s needs or to meet HBA’s needs and goals. Develops alternative and imaginative solutions and approaches to problems. Actively looks for opportunities to redesign and improve work methods and makes changes to improve operating efficiency and quality of output.
- Supporting and Leading Change. Participates in all aspects of both the organizational and process oriented change cycles to accomplish the goals set for their particular level of responsibility. Identifies, plans for, and leads change needed to support HBA’s mission and values.

Working Conditions:

- Equipment and Software Use: Computer skills,–photocopier, multi-line push button telephone, Smart Board/TV, iPad, Google docs/calendars/forms, FinalSite, Blackbaud
- Work Hours: Monday – Friday. Hours determined based on schedule and staffing. Some weekday after-hours and weekend work may be required. Occasional outside workshops and conferences may be required.
- Mental Demands: Ability to see both overall picture and detail. Ability to do long-range planning. Exercises good judgment, able to make sound decisions, ability to manage multiple projects simultaneously.
- Physical Demands: Ability to stand for long periods of time. Flexibility in moving with children. Ability to move heavy objects.

Qualifications/Requirements:

- Spiritual: Must have accepted Jesus Christ as Lord and Savior of his/her life and demonstrate a living relationship with Jesus Christ as described in “The Baptist Faith and Message”, the tenets of the Southern Baptist denomination.

- Skills/Knowledge: Excellent understanding of the principles of child development and preschool educational methods, familiarity with safety and sanitation guidelines for classrooms, excellent communication and instructional skills, ability to work with a variety of people; team player, friendly and reliable, balance between a creative mind and a practical acumen, CPR, First Aid, and AED training is required.
- Education/Training: Desired: Associates degree from an accredited university as it relates to the Hawaii DHS Early Childhood Registry (Patchhawaii.org)
Required: High School graduate, must be teacher aide qualified under the DHS registry. PATCH registry documentation required.
- Experience: Minimum of one (1) year working with children in a preschool or Jr. Kindergarten setting.