

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 VALUES REQUIRED OF ALL EMPLOYEES OF HBA: An employee of HBA must demonstrate the following core values:

- Humility: We cultivate humility by acknowledging the goodness of God and the reality of sin, by taking time to be contemplative, by being open to change, and by knowing that there is and will always be more to learn.
- Curiosity: We cultivate curiosity by asking questions, by seeking opportunities to learn, by trying new things, and by persevering in our quest for answers.
- Love: We cultivate love in community by striving for peace, by eliciting and sharing ideas, by constructively expressing and resolving disagreements, by respecting differences and loving all people, and by asking and offering forgiveness.
- Commitment: We express our commitment by speaking truth and taking responsibility, by caring for God's creation, and by using our talents and resources to work toward the good of humanity.

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.