



Job Description: **Preschool Aide**

"Discipling young people to make a difference in their world"

Job Classification:	Faculty
Provisional Period:	Yearly contract based on annual evaluation
Department:	Preschool
Assignment Category:	Part-time

Job Description Summary:

The DCS Preschool Aide is one who has a desire to minister to the total child in a teaching environment.

Ministry Description Summary:

He/she has a calling in his/her heart to serve God as a faculty member of DCS; who is assured of his/her personal worth and professional competence, both being in balance with the Scriptures; who leads a consecrated life before the Lord, co-workers, and students, and is a committed follower of Jesus Christ. He/she shows a high degree of professionalism and responsibility in the fulfillment of his/her duties as a faculty member of DCS.

Specific Job Duties:

- Develop skills in biblical integration throughout curriculum and daily living
- Be familiar with and adhere to all school statements and school handbooks
- Follow the Matthew 18 principle in dealing with conflict with children, parents, staff, and administration
- Maintain a teachable attitude
- Know the procedures for the School Emergency Response Plan
- Perform duties that may be assigned by the teacher/administration
- Inform the administration in a timely manner if unable to fulfill any duty assigned
- Regularly attend and participate in school staff devotions, meetings and applicable in-service sessions as agreed upon by the administrator
- Work as a team with other staff, maintaining a supportive and encouraging relationship with other teachers, and assisting in the development/implementation of programs/processes to enhance the school's overall program
- Cultivate in children a respect for classroom materials
- Effectively represent the school, its program, policies and philosophy to the community
- Cooperate with the board and administration in implementing all policies, procedures and directives governing the operation of the school
- Keep proper discipline in the classroom, on the school premises, and out in the community to promote a good learning environment and witness
- Help maintain a clean, attractive, well-ordered classroom
- Help meet the individual needs, interests, and abilities of the children, challenging each to do his/her best work

Performance Standards/Skills:

- Calm manner
- Multi-tasking

- Flexibility
- Communication skills
- Organizational skills
- Teachability
- Leadership
- Proficient in basic computer skills for Word, Excel, Publisher, RenWeb
- Able to utilize keyboard-driven equipment such as computers, calculators, etc.
- Able to operate office equipment such as fax machine, intercom, copy machines, etc.
- Able to operate multiplex phone system 1
- Requires manual dexterity – able to open/close safety doors, operate light switches, door locks & file cabinet drawers
- Writes clearly with all conventional writing tools
- Vision and hearing in normal range (with or without correction)
- Able to access all school areas without difficulty
- Able to lift objects weighing up to 20 pounds (boxes of paper, school equipment)
- Completes individual assignments in a timely manner

Job Factors:

- **Minimum education/experience level required:**
 - 18 years of age
 - High school diploma/GED
 - 6 months of preschool experience
 - Enrollment in an educational curriculum based course in child development, parenting or guidance counseling

OR

 - Enrollment in a vocational education or occupational development program
- **Reports to:** Classroom Teacher
- **Supervision exercised:** Children
- **External contacts:** N/A

Specialized Duties:

- Supervise one adult-led learning center
- Not responsible for sole supervision of children- may be alone with children occasionally
- Attend staff training opportunities throughout the year