



# Mountaintop

CHRISTIAN ACADEMY

## Preschool Teacher Aide Job Description

### **GENERAL DESCRIPTION**

Role: The teacher aide shall have the spiritual maturity, academic ability, and personal leadership qualities to “train up a child in the way he/she should go”. He/She shall be committed to his/her work as a God-given ministry, with the motivation to please God and bring honor to Him.

Overview: The Preschool Teacher Aide works under the direction of an assigned Preschool Teacher; supporting him/her with student needs and classroom preparation work, and shall feel called by God to the teaching profession.

Contracted by: School Director for one year.

Responsible to: Preschool Teacher, directly, and School Director, overall.

Evaluation: Preschool Teacher Aide performance will be evaluated collaboratively by the Preschool Teacher and School Director and will be in accordance with this job description.

### **REQUIRED PERSONAL QUALIFICATIONS**

The teacher aide shall:

- Have received Jesus Christ as his/her personal Savior.
- Believe that the Bible is God's Word and standard for faith and daily living.
- Be in weekly attendance at a Bible-teaching church of his/her choice.
- Be in whole-hearted agreement with the school's Statement of Faith, Christian philosophy of education, and learning objectives.
- Be at all times, both in and out of school, a Christian role model in attitude, speech, and actions toward others.
- Be willing to share his/her relationship with Jesus Christ with children and adults.

### **REQUIRED PROFESSIONAL QUALIFICATIONS**

The teacher aide shall:

- Submit to regularly required background checks through DHS, PSP, and FBI. As well as, have no substantiated report of child abuse or neglect, conviction of a felony within the past five years, a sex offense, a crime of violence, or a crime against children.
- Possess a high school diploma or GED equivalent.

- Have prior job experience working with young children.
- Be mentally and physically capable of caring for a group of preschool aged children; including, but not limited to, the abilities to sit, walk, stand for extended periods of time, carry, lift, reach, stoop, climb stairs, and tolerate heat and cold outdoors.
- Possess a strong work ethic, be punctual, be responsible, be proactive.
- Communicate professionally and effectively in verbal and written form.
- Treat confidential information with discretion and judgment.
- Multi-task and be flexible in a dynamic classroom or playground environment.
- Use and be proficient with devices and software applications as necessary.
- Develop positive and effective working relationships with administrators, staff, and others.
- Attend staff meetings as scheduled.
- Maintain a personal appearance that is a Christian role model of cleanliness, modesty, good taste, and agreement with school policy.
- Adhere to all MCA policies and procedures.

## **RESPONSIBILITIES**

The teacher aide shall:

- Reflect the mission, the Christian philosophy of education, and the learning objectives of MCA in every class and every activity.
- Help maintain a clean, attractive, and well-ordered classroom.
- Provide safe and loving supervision of students in a preschool setting.
- Assist the Preschool Teacher in carrying out the daily lesson plans, and all classroom and outdoor activities.
- Help Preschool Teacher follow the procedures for dealing with issues of an emergency nature.
- Attend any extra curricular activities and evening programs in which the preschool students are involved.
- Attend in-service meetings before the school year begins and on professional development days.

Date Job Description reviewed: \_\_\_\_\_

Teacher's Aide Name (printed): \_\_\_\_\_

Teacher's Aide Signature: \_\_\_\_\_