



Job Title:	Preschool Assistant	Job Category:	Faculty
Level/Salary Range:	Hourly	Position Type:	Part time
Reports To:	Preschool Director	Start Date:	2018-2019 Academic Year
Applications Accepted By:			
Fax or E-mail: (301) 698-1583 or bamaya@newlifecs.org Subject Line: Preschool Teacher assistant Attention: Brenda Amaya		Mail: Brenda Amaya New Life Christian School 5909 Jefferson Pike Frederick, MD 21702	
Job Description			
<p>Role and Responsibilities</p> <p>New Life Christian School is looking for a preschool teacher’s assistant. The teacher’s assistant shall prayerfully assist the preschool teacher in helping students learn attitudes, skills, and subject matter that will contribute to their development as mature, able and responsible Christians to the praise and glory of God.</p> <p>Required Spiritual Qualities</p> <ul style="list-style-type: none"> • Acknowledge Christ as Savior and seek to live life as His disciple. • Believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God-our standard for faith and practice. • Believe and actively support the school’s statement of faith (attached). • Be a Christian role model in attitude, speech, and actions towards others (Luke 6:40). This includes being committed to God’s biblical standards for sexual conduct. • Actively participate in a local Bible-believing church. <p>Required Professional Qualities</p> <ul style="list-style-type: none"> • Possess a high school diploma or equivalent. • Maintain current infant/child CPR and first aid certification. • Prior job experience working with young children <p>Essential Job Functions: Accountabilities</p> <p>Spiritual Leadership</p> <ul style="list-style-type: none"> • Provide age-appropriate, personal introduction to God and Jesus so that the Holy Spirit can draw the children into relationship with Christ. • Assist the preschool teacher to create a culture that is Christian-based, nurturing, wholesome and loving. <p>Academic Leadership</p> <ul style="list-style-type: none"> • Help the preschool teacher carry out the lesson plans, which should reflect the program’s curriculum and Christian values and standards. • Responsible for assisting with the daily execution of all classroom and outdoor activities to include all bathroom supervision, and preparing materials used in instructional activities. • Give full attention to the class, and be responsible for the safety and well-being of the children. • Guide children in washing their hands and face during the day, especially after art activities, before lunch and toileting. 			



Professional Leadership

- Attend morning devotions, staff meetings and training programs as deemed necessary by the preschool director.
- Attend parent Open Houses and other special events including Christmas Program and Graduation.
- Lead indoor and outdoor activities that are planned by the preschool teacher.
- Supervise the play area, and guide children into safe play activities
- Help the preschool teacher conduct required emergency safety drills in coordination with school leadership.
- Inform the director in a timely manner if unable to fulfill any assigned duty.
- Deal directly and frankly with the program administration in an earnest effort to resolve differences of opinion when they exist.

Other Responsibilities

- Assist in maintaining a clean, attractive, and well-ordered classroom.
- Assist children with toileting and changing those who have experienced toileting accidents.
- Perform routine first aid, and seek assistance for non-routine illnesses and injuries.
- Assist the preschool teacher with the end-of-year school closing process, such as the organizing of materials and supplies, inventory of equipment and supplies, and upkeep of equipment.
- Perform other duties as assigned by the director.

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	