



# Little Lights Preschool Teacher-Aide Job Description

## Primary Purpose:

The Little Lights Preschool teacher-aide is responsible to:

- Build Godly relationships with students and staff. Col. 3:23
- Assist the teacher in providing a loving atmosphere where children are encouraged to grow spiritually, physically, intellectually, socially and emotionally. Luke 2:52

## Qualifications:

### 1. Spiritual

- Must profess to have a personal relationship with Jesus Christ as Lord and Savior and agree to Triumph Lutheran Brethren's Statement of Faith.
- Must have an understanding of team ministry, and an attitude that embraces opportunities to witness a Christian faith to students, families, co-workers and community.
- Must model unconditional love in the respectful nurturing of each unique child.
- Must view the use of prayer as a powerful teaching aid.

### 2. Personal

- Must relate joyfully and sensitively to children, showing genuine love and concern.
- Must have relational abilities to build positive relationships with parents and co-workers.
- Must highly regard the safety of children at all times.
- Must possess the ability to be confidential, respecting the privacy of those involved.

### 3. Professional

- Must have a high school diploma or a GED and be at least 18 years of age.
- Must have the ability to meet state and federal requirements including background checks and health requirements.
- Must be current in CPR and First Aid training.
- Must demonstrate a strong knowledge of appropriate practices in early childhood development, including working with parents.
- Experience and education in Early Childhood training is preferred.

### 4. Physical

- Must be able to extend hands and arms in any direction to reach for toys and equipment.
- Must be able to express or exchange ideas accurately, loudly, and quickly by means of the spoken word.
- Must be able to lift objects of forty (40) pounds. Some standing, kneeling, bending, walking, and sitting on the floor is required.

## **Working Relationships:**

Little Lights Preschool falls under the auspices of the Children's Ministries of Triumph Lutheran Brethren Church.

1. Candidates must submit a resume. Candidates for Teacher-Aide may be selected for an interview by a committee consisting of the Little Lights Director and Children's Ministry Director.
2. The Teacher-Aide works under the leadership of the Director. Needs or concerns regarding the preschool are to be brought directly to the Director, who will in turn bring them to the Children's Ministry Director if warranted. An annual evaluation will be conducted by the Lead Teacher, with a probationary review by the Director after three months, if needed.

## **Little Lights Teacher-Aide Policies:**

1. A Teacher-Aide must generally be available for all days the class is in session. This does not include sick days or mini-vacations.

### SESSIONS AVAILABLE FOR HIRE

Monday-Wednesday-Friday AM

Tuesday and Thursday AM

Monday through-Friday PM

2. There are no sabbaticals offered in an aide position
3. Teacher Aides are required to fulfill training needs (as by law and Little Lights policies) and attend monthly staff meetings.
4. Snow days will be considered non-working days and will not be made up.

## **Specific Responsibilities:**

1. Assist the Lead Preschool Teacher during classroom hours. Circulate and observe in the area needed most. Carry out verbal instructions as given by the teacher.
2. Assist in supervision of all activities to ensure proper safety, cleanliness, and development of children.
3. Be aware of the individual needs of the children as observed and communicated by parents, teacher or director.
4. Assist teacher in monitoring students and managing classroom behavior. Support the teacher with children that are uncooperative or not feeling well, allowing her to focus on the group as a whole.
5. Assist with set up and clean-up of classroom each day. Help to maintain a clean, healthy, safe and orderly classroom and preschool. Notify the preschool office (director) of equipment needing repair or any safety concerns. Clean tables before and after class. Check and clean all toys, in particular Play Dough toys, as needed.
6. Support the teacher at Circle Time by physical presence and interaction, as directed.
7. Help prepare snacks and monitor clean up. Sanitize tables after each snack or use.

8. Sing songs, play games, read books, positively interact with children.
9. Take children to the bathroom; attend while in the restroom.
10. Assist children with tasks and in learning daily routine.
11. Document and record observations of children in Class Notebook. Assist teacher is reviewing the progress of each child and development written plans to promote each child's growth and development, as needed.
12. Put artwork in student cubbies and/or backpacks to be taken home, along with notes to parents. Help students put on coats, prepare for dismissal, as needed.
13. Support the teacher with upkeep of art supplies, making copies, cutting out projects, as needed. Check to see if all supplies are available for the next day's art project.
14. Set up S.M.A.R.T. Room on Monday, Wednesday, and Friday mornings, per diagram. Set up Gross Motor equipment on Tuesday and Thursday mornings.
15. Break down classrooms on Wednesday and Friday afternoons, in preparation for Children's Ministries use. Break down Gross Motor equipment on Tuesday and Thursday afternoons.
16. Attend all work days. Contact Teacher/Director prior to any absence, so that a substitute may be in place.
17. Be aware of and in compliance with Little Lights Preschool policies, as outlined within the Staff Handbook.
18. Participate and record professional growth and continuing education, Staff In-Service Training, CPR and First Aid Training, along with education requirements set by the State of Minnesota and Little Lights Preschool.

I have been given the opportunity to read this job description and understand my responsibilities.

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Staff signature

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Date