

PRESCHOOL AIDE

The Preschool aide must have a love of children. The aide must display Christian principles in the community as well as the classroom and have a clear understanding of basic Christian teachings.

The aide must have prior experience with preschool-age children and also be eligible to receive a State Police clearance.

RESPONSIBILITIES:

- **Daily preparation of classroom curriculum activities which may include work at home.**
- **Be available at least 1/2 hour before class.**
- **Help the teacher in organizing classroom parties for holidays and special days.**
- **Help the teacher in planning and directing the children in two school programs (Christmas and end-of-the year).**
- **Leave the classroom presentable at the end of the day.**
- **Assist the teacher in organizing and holding an open house for upcoming registrations**
- **Assist the teacher in organizing and holding an orientation meeting for new students and their parents.**
- **Assist the teacher with classroom instruction upon need.**
- **Be accountable to the pastor, preschool board and teacher for performance.**
- **Be readily available to assist substitute in event of teacher's absence.**