



## Preschool Teacher's Assistant

New Life Christian School seeks a preschool teacher's assistant for the 2023-2024 school year. The preschool teacher's assistant will have experience and be skilled in assisting the teacher in various subjects.

### Spiritual Qualities

- Acknowledge Christ as Savior and seek to live life as His disciple.
- Believe and actively support the school's statement of faith.
- Be a Christian role model in attitude, speech, and actions towards others.
- Actively participate in a local Bible-believing church.
- Motivate students to accept God's gift of salvation, be a Christian witness and role model to them, and help them grow in their faith.
- Follow Mathew 18 principles when dealing with conflict with students, parents, staff, and administration.

### Professional Qualities

- Possess a high school diploma or equivalent.
- Maintain current infant/child CPR and first aid certification.
- Prior job experience working with young children.

### Educational Qualities

- Assist the preschool teacher in carrying 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
- Give full attention to the class, and be responsible for the safety and well-being of the children.

### Professional Leadership

- Attend morning devotions, staff meetings, and training programs as deemed necessary by the preschool director.
- Attend Open Houses and other special events.
- Help lead indoor and outdoor activities that the preschool teacher plans.
- 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.

### Other Responsibilities

- Assist in maintaining a clean, attractive, and well-ordered classroom.
- 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 organizing materials and supplies, inventorying equipment and supplies, and maintaining equipment.
- Participate in continuous professional development through professional reading, colleague coursework, in-services, workshops, and training.

**Physical Demands**

- The school is a multi-level facility, which requires the teacher to negotiate flights of stairs regularly and walk around the buildings and grounds for supervision.
- The candidate must be able to sit or stand for extended periods, operate office equipment with dexterity of hands and fingers, and lift at least 25 pounds.
- Occasionally, the teacher must be able to work longer hours than a typical day for events such as back-to-school night, parent-teacher conferences, team meetings, open houses, graduation, or other evening meetings/functions.