



## JOB DESCRIPTION

Part-time:	Exempt Position	Date Prepared: 08/2019
Employee:	Job Title: Preschool Aid	Hire Date:
Department: Preschool Team	Director: Lori Neal	Lead Pastor: Mark Neal

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### Purpose of the Job:

As a preschool floater, the main focus is to share the good news of Christ's salvation, through education; allowing children to learn how to change the future through exploration, creation, and growth.

### General Expectations:

- Maintain a life of personal and spiritual development and accountability
- Refrain from any social or private behavior considered or interpreted as unbecoming of a devoted follower of Christ including all personal social media presences
- Continual personal development in skills for use in your area of ministry
- Possess a strong passion for serving
- Work ethic that is excellent, protective and frugal with time and money
- Respond to emails and phone call within 48 hours

### Education, Experience and Knowledge Required:

- This position requests a love for Jesus and working with children and in an ever changing environment. The successful individual will also possess a working knowledge of Microsoft Office, database, web, and other related applications.

### Essential Functions and Responsibilities:

- Assists the teacher to implement a daily lesson plan which provides a variety of materials and resources for children to explore, manipulate, and use, both in learning activities and in imaginative play. Helps ensure that a Biblical worldview is part of each lesson taught.
- Assists the teachers with the children to help with developmentally appropriate activities, ensures a nurturing environment, and interacts with the children, their parents, staff members, and volunteers.

- Responsible for room coverage during arrival, transitions, snack or lunch, dismissal, and other times when necessary.
- Aides in teaching children the importance of loving Jesus and loving others.
- Helps attend to the student's needs, while in a class
- Assists with program needs throughout the day
- Help prepare materials and classrooms, and or playrooms, for class activities.
- Collaborate with other team members and your lead teacher on lesson planning, evaluations, programs, and projects.
- Aid in setting up for projects, snack, and lunch to ensure an easy transition.
- Attend staff meetings and morning staff prayer time.
- Help to keep the classroom clean and neat. Clean and wipe down classes and bathroom each day after school.
- Help the teacher communicate with the students and parents on a regular basis.
- Have access to the binder with student information available for emergency use, and classroom use.
- Connect and build relationships with parents, students, and team members.

Other Duties and Responsibilities:

- Cultivate an intimate walk with Jesus which includes daily time spent with Him.
- Be an active partner in a local church
- Other duties as assigned

Extent of Public Contact:

- Daily contact with team members and visitors of Hamilton Hills Church and Preschool
- Contact with staff from other churches, preschools, and organizations

CEO Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_