

Job Description: First Steps Teacher Aide

First Christian Church, 327 E. Capitol Ave., Jefferson City, MO

I. Responsibilities

A. Communication

This shall include but is not limited to:

1. Attending staff meetings held prior to the beginning of the fall session.
2. Attending all yearly staff meetings on dates announced by the Director. These are in addition to the pre-session meetings.
3. Notifying the Head Teacher as soon as possible when a substitute is needed.
4. Assist in communicating with the parents on a regular basis about their child. Maintaining parent and child confidentiality at all times. If some sort of behavior and/or incident occurs during class time, it is the Head Teacher's responsibility to first approach the parent - please log the date and other pertinent information. If unacceptable behavior or a situation continues, then the Head Teacher needs to notify the Assistant Directors. A meeting will then be scheduled to work out a solution. If necessary the Director will be involved.

B. Record Keeping

These duties will include but are not limited to:

1. Helping the head teacher log all necessary information on provided sheets.
2. Checking original application/registration forms to note any special needs, fears, allergies, or other such information and be aware of a stated plan of action for meeting these specific needs.

C. Discipline

The Teacher Aide will follow the board-adapted policy for discipline.

- II. Qualifications – Exhibit a love for children and ability to work as a team player. Agree to uphold the Christian environment of the workplace by exhibiting Christ like behavior in conduct and speech. Agrees that the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private or within the Christian church (see Matthew 18:15-20; 1 Corinthians 6:1-8).

III. Working Relationships

The Teacher Aide shall:

1. Report to the Head teacher.
2. If a policy difference occurs between the Teacher Aide and the Head Teacher which can not be resolved, it shall be reviewed by the Assistant Directors. All general operational policies of the school, such as prompt and regular attendance, ages of children allowed to enroll in the program, obtaining substitutes, vacations, leaves of absence, etc. shall apply to all classroom staff members.

IV. Other Duties

The Teacher Aide shall fulfill other duties as deemed necessary by the Director.

V. Salary

The Teacher Aide salary will be established by the First Steps Board and will be reviewed periodically. Salary shall be paid once monthly.

VI. Termination

Termination by the Director or the First Steps Board will be by 30-day written notice or immediately for cause.

Preschool Teacher Aide Duties

Daily

Before Class

Fill pan with soapy water

Discuss craft with Lead Teacher

Greet the children in the carline

Be sure door is locked and closed behind you

During First Group Time:

Check class box and the hall bench for any notes or pictures that go home

Check backpacks for notes, tuition, book orders, etc

Do any cutting that needs to be done

Count out cups and napkins

Fill measuring cups with water or drinks provided

Supervise and help children in the bathroom (turn off water and flush toilets) The Aide needs to do bathroom break at the same time as the parent helper from the other preschool class. There should always be 2 adults present while assisting with bathroom breaks.

Snack Time:

After prayer pass out snack and give seconds as needed

Help them remember good manners

Put extra snacks away

Wash table

Center Time:

Help with craft

Help supervise children

Second Circle Time:

Wash all tables and sweep the floors

Put all papers in backpacks

Empty water pan

Combine and empty trash

Check bathroom to make sure all trash off floor and if trash is full combine with room trash for dumpster. Always make sure all trash from class and bathroom's are emptied on Friday and that chairs are on the tables.

Take trash to outside dumpster

Playground/Gym Time:

Supervise children

Departure of Children:

Help them with backpacks and coats

Supervise the children at the top of the stairs

After Class:

Finish any jobs (cleaning tables, sweeping, empty water pan and pitchers, taking trash to dumpster)

Sweep carpet areas