



**Parkview Christian Academy
Job Description
Pre-K Aide**

Spiritual Requirements:

- Adheres to the Statement of Faith listed [here](#)
- Affirmance of being a born-again Christian
- Will serve as a Christian role model both in and out of school to students and parents
- Lives according to the school's interpretation of biblical lifestyle standards
- Regular attendance and participation in church
- Regular attendance at faculty devotions

Education Requirements:

- High school diploma or equivalent
- Previous experience in early childhood education, child development or related field; experience with young children in an early childhood setting
- Basic understanding of developmentally appropriate practices within the early childhood setting

Responsibilities:

- Classroom management: Quietly oversee the general behavior and flow of the class while the teacher is teaching. Make adjustments as necessary to allow the teacher to complete her lesson time with few student interruptions.
- Supervising Tables: Help the teacher oversee the activities that are in progress around the room such as seatwork, crafts, centers, and meal times.
- Craft Prep: Complete the prep work the teacher has for projects.
- Bulletin Boards: Assist the teacher in putting up bulletin boards.
- Assisting with Snack & Lunch: Set up and help oversee general activity during meal times.
- Clean up: Clean up after seatwork, projects, centers, meals to enable the teacher to transition to the next activity.
- Daily Vacuuming: Vacuum as needed or requested by the teacher.
- Labeling: Label student items, papers as requested by the teacher.
- "Unscheduled" Bathroom Breaks: Escort students to the bathroom, allowing the teacher to continue lessons and maintain the classroom.

- Other tasks as needed and assigned, within the regular workday

Skills:

- Strong interpersonal skills including ability to work and communicate effectively and collaboratively with a diverse population
- Ability to work cooperatively with other staff members, to accept supervision and to help promote a positive environment
- Excellent verbal communication skills, including clear speech enunciation, and accurate spoken English grammar that can serve as a good model for children who are developing their language skills
- Strong oral and written communication skills, including ability to present to groups and individuals about the organization's mission
- Warm nurturing attitude
- Friendly, inviting, self-motivated, even-tempered and adaptable
- Ability to demonstrate and teach Christ-based behaviors
- Solid computer skills and ability to manage and report data accurately and efficiently
- Spanish or American Sign Language fluency desirable

Reports To:

- Pre-K teacher
- Building principal