



**Job Title:** Preschool/ Pre-Kindergarten Classroom Aide

**Reports to:** Director of Early Education

**Work Schedule:** Mon-Fri; on-campus, 8 hours per day, as determined by the Director, during the school year and additional pre-approved time on or off campus as needed to perform job function.

The following are exceptions to the above work schedule. There will be no scheduled work during the following times:

- a. Thanksgiving Break
- b. Christmas Break
- c. Presidents Break
- d. Easter Break

In addition to the dates above, employee will not have any scheduled work during the summer break unless mutually agreed upon in writing by the employee and Head of School.

**Pay Range:** \$24.00 - \$25.75/hour

**Position Summary:**

Assist the classroom teacher in pursuing and implementing a teaching ministry that is God-honoring, Jesus-focused, and Holy Spirit-led. Assist the teacher in aiding students to develop and fulfill their academic and spiritual potential. The PS/PK Classroom Aide is responsible for assisting the classroom teachers in the general supervision and management of a classroom of children. This person is responsible for the care and education of children as part of a team that will provide a nurturing, safe, and loving environment where self-esteem is enhanced and independence is encouraged. The PS/PK Classroom Aide will work under the direct supervision of the classroom teacher and/or director.

**Key Responsibilities:**

- Discuss and carry out assigned aide duties with the classroom teacher(s) to coordinate instructional efforts. Including but not limited to the following:
  - Prepare materials for lessons, bulletin board displays, exhibits, equipment, and demonstrations.
  - Tutor and assist students.
  - Distribute teaching and testing materials.
  - Supervise students in classrooms, halls, eating areas, and school yards.
  - Assist with all aspects of a digital classroom.
  - Aid the teacher in any area needed to promote a well-run classroom.
- Complete any additional administrative requests as determined by the Head of School.
- Respond to all communication requests as soon as possible, but no later than the end of the following business day.
- Develop and maintain rapport with students, parents, and staff.
- Attend and participate in functions as outlined in the Agreement or as requested by the Head of School.
- Understand all emergency procedures and effectively implement all Lock Down, Fire Drill, and Earthquake protocols.
- Escorts and assists children going to the bathroom.
- Helps with general housekeeping tasks.
- Engages in ongoing staff development to improve personal and professional skills.

- Attend staff meetings, workshops, and in-service training.

***Education, Skills, Experience, and Attributes:***

- High School Diploma/GED; must have 6+ ECE (Early Childhood Education) units.
- Ability to work with children and maintain group behavior.
- Treats all children with dignity and respect, showing patience at all times.
- Perform daily tasks and responsibilities with integrity.
- Strong interpersonal skills and ability to lead and provide clear direction with children.
- Ability to operate basic classroom equipment and office machines.

***Additional Expectations:***

- Has received Jesus Christ as his/her personal Lord and Savior.
- Agrees with and will abide by the Venture Christian Church Statement of Faith/What We Believe, Standards of Conduct, and Lifestyle Agreement.
- Is a member in good standing with Venture Christian Church or at a local evangelical church that has a Statement of Faith in agreement with Venture Christian Church's Statement of Faith/What We Believe.

***Physical Demands:***

- Walk, stretch, stand, sit, lift up to 30 lbs.
- Able to see, speak, and hear on a regular basis.
- Able to climb stairs; stand for extended periods of time.
- Supervise students inside and outside of the building.
- Summon help when an emergency arises on campus and assume responsibilities within an incident command structure.
- Must be present daily, and able to attend weekend and evening functions on occasion.

**AUTHORIZATION**

I have reviewed and received a copy of this job description and agree to fulfill the job as outlined above. I have indicated that, with or without reasonable accommodation, I am able to perform the essential functions of the position.

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Head of School Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_