

## **JOB DESCRIPTION**

**Position: Teacher Aide**

**Reports to: Preschool Director**

**Position Status: Full Time Exempt**

Department:

Effective: **4/2019**

Created:

Replaces

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Division Head Approval \_\_\_\_\_

Human Resources Approval \_\_\_\_\_

### **PURPOSE:**

This position is responsible for assisting teachers in the planning of weekly lessons, actively supervising, and the implementation of a developmentally appropriate curriculum, for children enrolled in EFCC Preschool, by partnering with parents and families in guiding preschoolers to honor God by living like Jesus.

### **JOB RESPONSIBILITIES AND DUTIES:**

1. Maintain confidentiality of children, families and staff.
2. Set up age appropriate activities indoors and outdoors to promote social, physical, cognitive, creative, self-concepts and spiritual growth
3. Prepare morning and afternoon snacks.
4. Support classroom teachers with implementation of the curriculum.
5. Utilize classroom materials and routines as resources to provide an environment that promotes learning and appropriate to the development levels, interests and special talents of the child
6. Create a safe and healthy environment and maintain cleanliness (including toys/materials).
7. Responsible for constant visual supervision of children at-all-times.
8. Provide coverage for breaks and planning time of staff.
9. Implement rules and practices that provide and foster discipline in the child
10. Maintain an open friendly relationship with staff, volunteers and parents
11. Participate in staff meetings and other required trainings, an occasional evening or weekend may be required

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

### **JOB SKILLS/ABILITIES**

#### **Communication:**

- Convey information effectively, gracefully and accurately to children and adults
- Awareness and understanding of others' reactions to situations and adjusting actions in relation to them
- Giving full and appropriate attention to what others are saying
- Communicating effectively in writing as appropriate
- Knowledge of early childhood education developmentally appropriate practices

**OTHER:**

1. Works a schedule and receives time off and other benefits as outlined in the *Emmanuel Faith Community Church Employee Handbook*, Version Date: July, 2009.
2. Serves on committees as assigned.
3. Is flexible, self-motivated, has a passion for preschool age children and a comprehensive understanding of their needs and development.

**TRAINING AND DEVELOPMENT:**

Is willing to develop professionally as well as personally and spiritually by personal study, attending seminars classes, retreats etc.

**JOB QUALIFICATIONS:**

1. Endorses without reservation the doctrinal statement of Emmanuel Faith Community Church as stated in our Constitution.
2. **Preferred** - Completed at least 12 semester units of coursework in child development or early childhood education  
**Minimally** -Completed at least 6 semester units of coursework in child development or early childhood education.
3. Is flexible, self-motivated, has a passion for preschool age children and a basic understanding of their needs and development.
4. Complete EMSA certified First Aid and CPR training and keep current
5. Complete Physical with clearance to work in an early childhood classroom, negative TB test, Proof of Immunizations (specifically Pertussis, Measles) and Annual Proof of Influenza vaccine (or statement declining)
6. Complete and pass CDSS Mandated Reporter Certification.
7. Agree to a background check and fingerprinting according to Ca. State Law

**PHYSICAL REQUIREMENTS:**

Ability to function independently and ability to speak and write on matters relating to church administration, management, and stewardship; Physically able to lift up to 35 lbs. (with or without assistance). This position also may require prolonged periods of sitting, standing up and walking.

**EMPLOYMENT AT-WILL:**

All employees of Emmanuel Faith Community Church are at-will, and as such, are free to resign any time without reason. Emmanuel Faith Community Church, likewise, retains the right to terminate an employee's employment at any time with or without reason or notice.

Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will be continued for any period of time. Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons that are not intended and do not create an employment contract for any specific period-of-time.

No manager, supervisor or employee of Emmanuel Faith Community Church has any authority to enter into any agreement for employment for any specified period-of-time or to make any agreement for employment other than at-will. Only the Senior Pastor of Emmanuel Faith Community Church has the authority to make any such agreement and then only in writing.

***I have read and received a copy of my job description. I understand that this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as is outlined above and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor.***

\_\_\_\_\_  
Employee's Name/Signature

\_\_\_\_\_  
Date