

# Ventura Missionary Preschool

## Preschool Teacher's Aide

### Job Description

**Job Title:** Ventura Missionary Preschool – Teacher's Aide

**Reports To:** Preschool Director

**Classification:** Part-Time

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### Job Description

The purpose of the Preschool Teacher's Aide is to assist in activities that adhere to the policies and curriculum of the preschool in a Christian environment in which a child may grow physically, emotionally, mentally, socially, and spiritually.

### Primary Responsibilities

This is a working list and may be adjusted at any time by the supervisor

- Provide and maintain a Christian environment in which the child may grow physically, emotionally, mentally, socially, and spiritually.
- Ensure the children's safety within the inside and outside environments at all times.
- Assist Preschool teachers in preparation and implementation of curriculum, classroom, materials, and planning time.
- Direct all issues to the suitable person in a timely and appropriate manner.
- Observe and respond to children's needs, emergencies, and/or conflicts that might occur during the day.

### Relationships

This position will report directly to the Preschool Director and work alongside other staff.

### Qualifications and Gifts

The Preschool Teacher's Aide needs to agree with Ventura Missionary Church's Statement of Faith and agree to employment subject to and conditioned upon a lifestyle consistent with that Statement of Faith. This position must have a philosophy of ministry that is aligned with Scripture, with our Statement of Faith, and with our Core Values and Vision. Gifts that are consistent with this role are: Leadership, Organization, Pastoring, and Encouragement

### Knowledge, Skills and Abilities:

- Love for God and His church
- Possess a deep, abiding relationship with God
- Problem-solving and conflict resolution techniques
- Operate in a team environment, often working cross-functionally with other teams
- Able to adjust to the pace of the job requirements

- Includes standing or walking most of the time, with bending, stooping, squatting, twisting, and reaching; includes occasionally lifting objects weighing over 25 pounds

## **Minimum Job Qualifications**

- Successful completion of fingerprinting process and criminal background clearance
- TB clearance, immunizations, and Health Screening

## **Selection Process**

The Preschool Director will supervise the selection process for this position

## **Compensation**

Starting compensation pay \$15.00 per hour

## **Hours**

Monday – Friday, 4-5.5 hours per day during school year

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This job description was last reviewed on 11.12.21