



**Job Summary:** The Preschool Aide assists the Preschool Teacher in ministering to the spiritual, intellectual, social, emotional, and physical growth of students (Luke 2:52) by helping to provide safe, constructive, enjoyable learning experiences for our very youngest students. The Preschool Aide will also model how the Christian faith is lived out in every aspect of life (Luke 6:40). The goal is to prepare students to fulfill their own individual callings in life to the glory of God. This is accomplished in an environment which is always safe, caring, positive, and Christ-honoring.

**Position Type:** Non-exempt, at-will employee paid on an hourly basis

**Hired by:** Head of School

**Responsible to:** Preschool Teacher and ultimately Head of School

**Evaluated by:** Head of School

**Supervises:** Students, classroom volunteers, field trip chaperones

### **SPIRITUAL REQUIREMENTS**

*It is expected that the Preschool Aide will:*

1. Give testimony to having come to personal, saving faith in Jesus Christ, know Him as his/her Lord and Savior (John 3:3, 1 Peter 1:23), and seek to grow spiritually and to live a life consistent with the principles of His Word;
2. Express a conviction of God's calling to become involved in a Christian educational ministry (1 Corinthians 7:21–24);
3. Accept without verbal or mental reservations the school's **Statement of Faith** and philosophy of Christian education and be committed to education based on the biblical worldview;
4. Manifest, by daily example, the highest Christian virtue, serving as a **Christian role model** (1 Timothy 4:12) in attitude, speech, and actions towards others both in and out of school to students (Luke 6:40), parents, and school employees. This includes being committed to God's biblical standards for sexual conduct (Exodus 20:14; Matthew 5:27–28; 15:19; Romans 1:21–27; 1 Corinthians 6:9–20).
5. Faithfully attend and support a local evangelical church whose fundamental beliefs are in agreement with the Statement of Faith of this school (Hebrews 10:25);
6. Work harmoniously with others in a group setting in which there is a desired diversity of denominations, opinions, personalities, and experience (Ephesians 4:1–6);
7. Enjoy serving the needs of children and youth in a school environment, treating students with the same courtesy, kindness, and respect that Christ showed them (Matthew 19:13–15);
8. Consistently demonstrate the Fruit of the Spirit—love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, self-control (Galatians 5:22-23)—in teaching, in classroom management, and in interactions with students, parents, and colleagues;

### **PROFESSIONAL REQUIREMENTS**

*It is expected that the Preschool Aide will:*

1. Be a member of Maine Roads to Quality;
2. Complete 12 hours of professional development per year, including a mandatory Health and Safety Webinar;
3. Be certified in CPR;
4. Be proficient in biblical knowledge and principles and able to clearly articulate a comprehensive, consistent, and demonstrable biblical worldview as it relates to teaching and learning;
5. Demonstrate an understanding of effective teaching and classroom management strategies;
6. Be committed to ongoing professional growth;

7. Be proficient in using computer technology for instructional, administrative, and communication purposes; particularly word processing, e-mailing, and accessing the Internet;
8. Possess excellent written and verbal communication skills;
9. Be collegial and collaborative, demonstrating in public and in private appreciation, respect, and deference for others; able to function effectively as part of a team;
10. View parents as valued partners who ultimately have the God-given responsibility for the training of their children, communicating effectively and frequently with them;
11. Develop and maintain rapport with students, parents, and other staff by treating them with friendliness, dignity, and respect, viewing all humans as bearing God's image (Genesis 1:26) and therefore possessing great worth;
12. Present a positive image of the school to the GPCS community as well as the outside community, including social networking sites;
13. Be punctual in arriving at school and for appointments such as staff devotions, duties, meetings, and classes;
14. Follow the Matthew 18 and Proverbs 18 Principles in dealing with students, parents, staff, and the administration (see *Employee Handbook*);
15. Maintain a personal appearance that is a role model of cleanliness, modesty, good taste, and in agreement with the *Employee Handbook*.

## **ESSENTIAL JOB FUNCTIONS, DUTIES, AND RESPONSIBILITIES**

### **Instructional Duties and Practices**

*It is expected that the Preschool Aide will assist the Preschool Teacher with all aspects of classroom management and operation.*

### **Classroom Practices**

*It is expected that the Preschool Aide will:*

1. Help ensure the classroom is well managed, on task, engaging, and inviting;
2. Maintain appropriately high behavioral expectations and assist students in meeting those expectations;
3. Help provide a warm classroom atmosphere by building students up and encouraging them to speak positively to and about each other—behavior which is modeled by the aide;
4. Diligently supervise all students under their care and be vigilant for any signs of bullying, hostile behavior, or abuse of any kind;
5. Address inappropriate behavior immediately and consistently using a disciplinary approach that is fair, grace-centered, restorative, reconciling, and in harmony with the school's policies (see *Family Handbook*);
6. Enforce school policies consistently regardless of his or her opinion about those policies so that families cannot negatively compare one teacher with another regarding enforcement of rules and policies;
7. Know the procedures for dealing with health and safety issues as well as emergency protocols;
8. Help maintain and report accurate attendance records;
9. Help maintain a safe, clean, organized, and attractive classroom, reporting any damages to the Head of School.

### **General Professional Expectations and Behaviors**

*It is expected that the Preschool Aide will:*

1. Participate in the annual curriculum development process as required;
2. Complete mandated reporter training approved by DHHS at least once every 4 years;
3. Supervise extracurricular activities, organizations, and outings as assigned;
4. Support the broader program of the school by attending extracurricular activities when possible;
5. Perform any other duties which may be assigned by the Preschool Teacher or Head of School.
6. Attendance and participation in annual orientation days, staff in-services, faculty meetings (divisional and general), committees, and special events such as senior graduation and GPCS Association meetings is encouraged.

## **EVALUATION**

Performance of these responsibilities will be evaluated in accordance with provisions of the Employee Performance Evaluation Policy & Procedures found in the *Employee Handbook*.

## **PHYSICAL REQUIREMENTS TO FULFILL THE ESSENTIAL FUNCTIONS**

A separate list of position-specific *Physical Requirements to Fulfill the Essential Functions* is provided to each employee and applicant.