



## THE PRESCHOOL @ WCCA

### Preschool Teacher Aide Job Description

#### GENERAL DESCRIPTION

- Goal:** The teacher aide shall have the spiritual maturity, academic ability, and personal leadership qualities to “train up a child in the way he/she should go”.
- Overview:** The teacher aide shall meet the state of California requirements and qualifications to aide, who feels called of God to the preschool profession. Other qualifications may be added by the Board as deemed appropriate.
- Contracted by:** Director/principal for one year.
- Responsible to:** Direct supervision by assigned teacher, director and also responsible to principal.
- Supervises:** Children at all times.
- Evaluation:** Teacher aide performance will be evaluated by the director/principal and will be in accordance with provisions of the Board's policy on evaluation of professional personnel and this job description.

#### REQUIRED PERSONAL QUALITIES

**The teacher aide shall:**

1. Have received Jesus Christ as his/her personal Savior.
2. Believe that the Bible is God's Word and standard for faith and daily living.
3. Be in whole-hearted agreement with the school's Statement of Faith and Christian philosophy of education.
4. Be at all times, both in and out of school, a **Christian role model** in attitude, speech, and actions toward others. This includes being committed to God's biblical standards for sexual conduct. Luke 6:40.
5. Be a member of, and actively involved in, an evangelical, protestant church whose fundamental beliefs are in accordance with the WCCA Statement of Faith (Hebrews

10:25).

6. Show by example the importance of Scripture study and memorization, prayer, witnessing, and unity in the Body of Christ.

## **ADDITIONAL PERSONAL QUALITIES**

### **The teacher aide shall:**

1. Recognize the role of parents as primarily responsible before God for their children's education and be prepared to assist them in that task.
2. Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
3. Meet everyday stress with emotional stability, objectivity, and optimism.
4. Maintain a personal appearance that is a Christian role model of cleanliness, modesty, good taste, and agreement with school policy.
5. Use acceptable English in written and oral communication. Speak with clear articulation.
6. Respectfully submit and be loyal to constituted authority.
7. Notify the administration of any policy he/she is unable to support.
8. Refuse to use or circulate confidential information inappropriately. Avoid off-the-cuff comments and inappropriate communication of administrative, staff, parent, or student information.
9. Place his/her teaching ministry ahead of other jobs or volunteer activities.
10. Make an effort to appreciate and understand the uniqueness of the community.

## **JOB DESCRIPTION - Essential Functions**

### **The teacher aide shall:**

1. Reflect the purpose of the school, which is to honor Christ in every class and in every activity.
2. Evaluate on an ongoing basis the spiritual, social, emotional, and intellectual level of each child.
3. Treat **all** children with dignity and respect.
4. Cooperate with the Board and administration in implementing all policies, procedures, and directives governing the operation of the school.
5. Help plan, supervise, and implement for the class in accordance with policies and the

Christian philosophy as scheduled by the administrator.

6. Integrate biblical principles and the Christian philosophy of education throughout the curriculum and activities.
7. Help keep proper discipline in the classroom and on the school premises for a good learning environment.
8. Help maintain a clean, attractive, well-ordered classroom.
9. Help plan, implement, and supervise a daily classroom program in early education that will address the spiritual, physical, emotional, social, and mental needs of the individual child in a group environment.
10. Utilize valid teaching techniques to achieve curriculum goals within the framework of the school's philosophy.
11. Keep staff and director adequately informed of progress.
12. Recognize the need for good public relations. Represent the school in a favorable and professional manner to the school's constituency and the general public. Demonstrate knowledge of the general school program.
13. Develop and maintain rapport with children, parents, and staff by treating others with friendliness, dignity, and consideration.
14. Follow the Matthew 18 principle in dealing with conflict with students, parents, staff, administration, and Board.
15. Seek the counsel of the director and staff while maintaining a teachable attitude.
16. Know the procedures for dealing with issues of an emergency nature.
17. Inform the administration in a timely manner if unable to fulfill any duty assigned.
18. Display strong evidence of advance planning and organization for the class(es). Be a self-starter, working well with and without supervision.

## **JOB DESCRIPTION - Supplemental Functions**

### **The teacher aide shall:**

1. Help supervise extracurricular activities and field trip outings as assigned.
2. Help with day-to-day operation of the classrooms and recesses.
3. Support teachers with their daily tasks and responsibilities
3. Utilize educational opportunities and evaluation processes for professional growth.

4. Perform any other duties that may be assigned by the administration.

**State of CA Department of Social Services Requirements**

**The teacher shall:**

1. Must be at least 18 years of age
2. Have 12 semester units in Early Childhood Education (or equivalent).
3. Must clear fingerprinting, background check, health screening, TB test
4. Immunization Requirements for measles/pertussis/and optional flu vaccine.

Date job description reviewed:

Teacher \_\_\_\_\_ Date \_\_\_\_\_

Teacher \_\_\_\_\_ Date \_\_\_\_\_

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Teacher \_\_\_\_\_ Date \_\_\_\_\_

**THE PRESCHOOL @ WCCA- Teacher  
Physical Requirements to Fulfill the  
Essential Functions of this Position**

**FREQUENCY OF REQUIRED EXPOSURE/USE.**

<b>WORKING ENVIRONMENT</b>	<b>OCCASIONAL</b>	<b>FREQUENT</b>	<b>DAILY</b>
COLD (50 F or less)	X		
HEAT (90 F or more)	X		
GASES/FUMES/DUST			
CHEMICALS/SOLVENTS			
NOISE			X
CLIMBING STAIRS			X
CRAWLING OR KNEELING	X		
STANDING			X
SITTING			X
WALKING			X
RUNNING	X		
BENDING			X
REACHING OVER SHOULDER			X
PUSHING			X
PULLING			X
<b>MOVING HEAVY ITEMS</b>			
LIFTING/LOWERING:			
Up to 20 lbs			X
Up to 50 lbs	X		
More than 50 lbs			
LIFTING OVER SHOULDER:			
Up to 20 lbs		X	
Up to 50 lbs	X		
More than 50 lbs			
CARRYING:			
Up to 20 lbs			X
Up to 50 lbs	X		
More than 50 lbs			

<b>OTHER REQUIREMENTS</b>	<b>OCCASIONAL</b>	<b>FREQUENT</b>	<b>DAILY</b>
ON-TIME ARRIVAL			X
REGULAR ATTENDANCE			X
SUMMON EMERG. HELP	X		
APPLY CPR/FIRST AID	X		
LEAD FIELD TRIPS	X		
COMMUNICATE DATA			X
PREPARE REPORTS		X	
VISUAL ACUITY: Near			X
VISUAL ACUITY: Far			X
COLOR DISCRIMINATION			X
HEARING			X
SPEECH			X
MANUAL DEXTERITY			X
EYE/HAND COORD.			X
OUTDOOR DUTY		X	
DRIVING	X		
FLYING			

<b>OPERATE MACHINERY</b>	<b>OCCASIONAL</b>	<b>FREQUENT</b>	<b>DAILY</b>
TELEPHONE		X	
FAX	X		
COPIER		X	
COMPUTER			X
PRINTER		X	
CALCULATOR	X		
OVERHEAD PROJ.	X		
AV EQUIPMENT	X		
OTHER (Please list)			
Teach Physical Ed. Class		X	to X

