



PRESCHOOL TEACHER'S AIDE 1 or 2
Kalihi Union Church Preschool & Kindergarten
Job Description

POSITION TITLE: Preschool Teacher's Aide 1 or 2
REPORTS TO: Assigned Preschool Teacher
POSITION STATUS: Full-time Permanent
(40 hours/week (M-F) w/benefits)

POSITION SUMMARY

This position works under the guidance of the Preschool Director and Preschool Teacher to implement the program of early childhood education designed to guide and facilitate the learning and development of each member of an assigned class of children by the Preschool (PS) ministry policies and curriculum guides of Kalihi Union Church Preschool & Kindergarten.

GENERAL QUALIFICATIONS FOR THIS POSITION:

- A mature believer committed to Jesus Christ as Lord and Savior.
- Faithfully attends and actively serves in a local Bible-based church.
- Knowledgeable in early childhood development, learning principles, activities, and practices.
- Able to deal and speak effectively with young children, help plan and carry out relevant activities.
- Understands and accepts the goal and basic educational philosophy of Kalihi Union Church Preschool as described in the KUC Preschool Staff Handbook.
- Able and willing to work as a team member.
- Demonstrates a scripturally based social consciousness (Luke 4:18-19)
- Will have a passion for teaching and learning, excellent communication skills, and the ability to work collaboratively with other staff members.

- **Education and Experience**

Aide 1 -Entry Level

The employee shall meet one of the following qualifications (minimum):

- Completed high school vocational child care training course; or
- Orientation training course in the center.

Aide 2 – Preferred Education and Experience

- Post-secondary credential in child development associate program or associate of arts degree and certificate in early childhood education, and six months experience working in an early childhood program; or
- Two years (sixty credits) of post-secondary education plus six months working

in an early childhood program and nine credits - semester equivalent approved child development or early childhood training courses.

- Clearance of criminal background check and pre-employment drug test.

SPECIFIC DUTIES AND RESPONSIBILITIES

- This position assists a Preschool Teacher in implementing the Preschool's lesson plans, activities, and projects.
- Reviews concepts and skills introduced by the Preschool Teacher with children in large and small group settings.
- Facilitates classroom learning in the absence of the Preschool Teacher.
- Performs other similar duties as assigned by the Preschool Director.
- Assist teachers with classroom management.
- Assist students with their academic and social needs.
- Help teachers prepare materials for instruction.
- Provide support to students in the classroom.
- Assist with student assessments and evaluations.
- Maintain a safe and orderly classroom environment.
- Provide feedback to teachers on student performance.
- Assist with record keeping and data entry.
- Participate in staff meetings, school and church activities, and staff development.

MISCELLANEOUS

The Preschool Director will establish areas not covered in this job description.

The Preschool Director will revise this position description.