



## MARYVILLE CHRISTIAN SCHOOL

### Job Description

Job Title: PK Teacher's Aide

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This position will be responsible for assisting the lead preschool teacher in supervision and instruction of students.

#### Qualifications

- Be a Christian who is growing in his/her relationship to Christ.
- Must be 18 years old or older and have a high school diploma or GED equivalent.
- Must obtain a physical from your physician.
- Must obtain CPR certification.
- Adhere to the Statement of Faith and the Biblical Lifestyle Statement of Maryville Christian School.
- Maintain active membership in an evangelical church. Continually seek ways to further his/her spiritual growth through regular church attendance, Bible studies, etc.
- Demonstrate the qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, punctuality, organization, and professionalism.
- Have a passion for serving God in the context of Christian education and pray regularly for students, parents, and staff.
- Able to communicate effectively, both orally and in writing.
- Respectfully submit to and be loyal to constituted authority.

#### General Responsibilities

- Maintain a strict level of confidentiality of information about students and staff.
- Attend faculty meetings as required.
- Perform extracurricular duties as scheduled (arrival, dismissal, lunch, etc.).
- Participate in scheduled in-service / professional development as required.
- Contribute to the team effort of the faculty to best meet the spiritual, social, physical, and academic needs of the overall student body.
- Incorporate Biblical principles in the daily routine, honoring Christ in all things.
- Know procedures for dealing with emergency situations.

#### Classroom Responsibilities

- Build an atmosphere of fun and excitement while cultivating a joy of learning.
- Assist the lead teacher in lesson preparations as needed.
- Create a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
- Assist in implementing policies and rules governing student life and conduct.

- Assist the lead teacher in implementing the rules of classroom behavior and procedures, while maintaining order in the classroom in a fair and just manner.
- Monitor student behavior inside and outside of the classroom, always supporting and maintaining the classroom rules and standards.