

PRESCHOOL TEACHER ASSISTANT



Part-Time

This position contributes to the mission of Oak Hills Church (OHC) to be disciples who make disciples by guiding all people to follow Jesus moment by moment. The staff member is responsible for providing classroom administrative support to the teaching staff.

DEPARTMENT	PRIMARY DUTIES AND RESPONSIBILITIES
Preschool Crownridge	<ol style="list-style-type: none">1. Supervises and ensures the safety and well-being of children at all times, being alert to the needs and/or problems as individuals and as a group.2. Assists teacher in any way needed, including implementation of daily lesson plans and activities, one-on-one or small group activity, administrative duties and classroom setup.3. Manages resource room time including but not limited to copying, laminating, book binding, die cutting and other craft preparations.4. Maintains preschool library; filing books and organizing space.5. Keeps classroom, storage rooms, and bathrooms, neat and orderly.6. Shares classroom space and remain flexible.7. Reports to Director any special needs or problems of individual children and any cases of suspected child abuse or neglect.8. Participates in at least 24 clock hours of training yearly including 1 hour of child abuse training.9. Familiarizes self with and follows Preschool Personnel Policies and Guidelines as stated in the Personnel Policy.10. Attends regular staff planning and evaluation meetings.11. Other duties and responsibilities as assigned.
REPORTS TO	
Preschool Director	
DIRECT REPORTS	
None	
WORK WEEK	
School Season - Wednesdays	
HOURS PER WEEK	
5	
FLSA	
Non-Exempt	
JOB CLASS	
Professional	
MINISTER DESIGNATION	
No	
DRIVING REQUIRED	
No	



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OHC STAFF EXPECTATIONS

1. Active relationship with Jesus Christ sustained through the practice of personal spiritual disciplines.
2. Embodies Christlikeness and leads with humility, character, and love.
3. Demonstrates commitment to unity and willingness to work in a collaborative team environment.
4. Personally engaged with OHC's mission, vision and strategy.
5. Supportive of OHC's beliefs, values and practices.
6. Consistently models the Staff Behavioral Values.
7. Attends Life with Oak Hills and becomes a member within six (6) months of employment (preferred).

MINIMUM QUALIFICATIONS

1. High School diploma or GED. Two (2) years of college preferred.
2. One (1) year experience working with young children.
3. One (1) year of para-professional or administrative experience.
4. CPR and First Aid certification

KNOWLEDGE AND ABILITIES

1. Knowledge of English grammar and vocabulary.
2. Ability to work independently with limited supervision.
3. Available to work with occasional flexibility in schedule.
4. Ability to work scheduled hour and be dependable.
5. Ability to show competency, good judgement, and self-control while working with children.
6. Ability to discern and maintain confidentiality.
7. Ability to communicate clearly and effectively through both verbal and written means.
8. Ability to establish and maintain effective working relationships with ministry volunteers.
9. Ability to perform all the physical, intellectual, and analytical requirements of the position including decision making.

PHYSICAL REQUIREMENT AND WORKING CONDITIONS

Occasional lifting/carrying up to 30 pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions are primarily inside an office environment.

CREATED: June 2021