



Preschool Aide and Extended Care Assistant Job Description

Position Overview

The Preschool Aide and Extended Care Assistant will be an Evangelical Christian believer who serves our students and families, and who embraces the School's mission of equipping disciples through exemplary education. The Preschool Aide and Extended Care Assistant reports directly to the Preschool Director.

Type of Position

The Preschool Aide and Extended Care Assistant position is a part-time, nonexempt position that is paid an hourly rate.

Required Spiritual Qualities

- Has received and acknowledges Jesus Christ as his/her personal Lord and Savior.
- Seeks to live a life as His disciple.
- Stands as a positive Christian role model for students, staff and our larger community.
- Regularly attends church with a congregation that has a statement of faith consistent with the School's statement of faith.
- Demonstrates by example the importance of the Scriptures in the daily life of a believer.
- Agrees and supports the ODCS Statement of Faith and Employee Lifestyle Statement.

Required Professional Qualities

- Has a minimum of a high school diploma.
- Has experience with young children.
- Has a passion for students and their achievements.
- Promotes a positive attitude about the School and its employees and students.
- Agrees to abide by School policies and procedures.
- Commits to excellence, efficiency, customer service and the School's shared values.
- Ability to lift and carry or otherwise move up to 25 pounds.

Essential Job Functions

- Assists lead Preschool Teacher with classroom lessons and activities.
- Supervises children to ensure a safe and nurturing environment.
- Plans activities for young children.
- Serves light snacks.
- Assists students with homework as requested.
- Performs light cleaning.
- Appropriately disciplines children as needed.
- Ensures proper check-in and check-out procedures.
- Maintains confidentiality of student and faculty information.
- Attends meetings, chapels, prayer times and Bible studies as required.
- Performs other duties as assigned.