



Preschool Aide Employment Opportunity

Job Title: Preschool Aide
Reports To: Preschool Operations Manager
Prepared Date: 05.2023

Position Overview

Open Door Christian Schools is seeking a part-time Preschool Aide for the 2023-2024 school year who will be responsible for assisting teachers with students and other duties. The Preschool Aide will be an Evangelical Christian who embraces the School's mission of equipping disciples through exemplary education.

Type of Position

The Preschool Aide 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.
- Holds an Ohio Department of Education (ODE) aide credential or is willing to complete the requirements for certification within a specific time period.
- Has experience with young children.
- Has a passion for students and their achievement.
- Demonstrates a reasonable level of computer literacy.
- 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.

Essential Job Functions

- Assists teachers with classroom lessons and activities.
- Assists with student supervision.
- Performs light cleaning duties, including washing and drying laundry and sanitizing toys.
- Assists with lunch and snack routines.

- Assists with restroom breaks.
- Supervises students during nap time.
- Provides clerical and administrative assistance to teachers, such as making copies and laminating items.
- Helps teachers manage the classroom to provide an environment for learning and to ensure the protection of students, equipment, materials and facilities.
- Helps teacher maintain a clean, attractive and organized classroom.
- Periodically supervises children after school during peak utilization to maintain state-regulated ratios:
 - Ensures a safe and nurturing environment.
 - Plans activities for children.
 - Serves light snacks.
 - Performs light cleaning.
 - Appropriately disciplines children as needed.
 - Ensures proper check-in and check-out procedures and time records.
- Maintains confidentiality of student and faculty information.
- Attends meetings, chapels, prayer times and Bible studies as required.
- Performs other duties as assigned.

Contact Information

Interested candidates should submit a cover letter and resume to:

Dawn Daniel, Preschool Operations Manager – ddaniel@odcs.org