

HENDERSONVILLE CHRISTIAN ACADEMY

260 New Shackle Island Road Hendersonville, TN

Position Title: Assistant Preschool Teacher

Description: A part-time, hourly employee who assists and aides the classroom teacher and/or works in our aftercare (3:00 p.m. or earlier to 5:30 p.m.)

Hours of Work: Times in the classroom will vary according to the need. Aftercare hours are 3:00 p.m. to 5:30 p.m.

Responsible to: Preschool Director, Mrs. Rose Ann Norwood

Annual Salary: Hourly pay for preschool teachers is about \$13.00 an hour depending on certification and experience.

Duties: Applicants must be able to effectively assist the teacher in maintaining an excellent classroom learning environment and a safe and loving environment for students in Aftercare.

Specific Job Requirements:

- Has a personal relationship with Jesus Christ and feels the call to share the love of Jesus with preschool children and their families.
- Is involved in a local Bible-believing church and attends on a regular basis.
- Creates an environment where children feel loved, safe, and secure while teaching them about God and His love.
- Attends to all the basic needs of the children – safety, nutrition (ensuring they have adequate food/hydration), restroom visits, playtime, rest time, etc.
- Focuses on the spiritual and academic training of the child.
- Helps maintain the neatness and cleanliness of the classroom
- Always maintains vigilant supervision of the children (in the classroom, hallways, cafeteria, playground, etc).
- Keeps their direct supervisor informed about behavior and parental concerns regarding Aftercare.
- Notifies parents and direct supervisor immediately of any situation in which the parents may wish to seek medical attention for their child.

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Specific Job Requirements (continued):

- Abides by all ministry policies (lifestyle guidelines and agreement) and all relevant laws and regulations.
- Attends additional training as required/provided by the school.
- Demonstrates punctuality and reliability in the performance of duties.
- Disciplines children in a firm, consistent, yet loving manner.
- Notifies director immediately about any safety concerns.
- Maintains required in-service training hours.
- Attends required in-service days along with the annual preschool convention each summer in Murfreesboro, TN (expenses paid by the school).
- Agrees to adhere to the guidelines and job requirements outlined in the staff handbook.