

JOB DESCRIPTION: Pre-K Class Assistant

Pre-k Schedule: Mon/Wed/Fri... 9am-12pm

Weekly Commitment: 10-12 hours



Position Summary:

The assistant supports the lead teacher in providing a safe, nurturing, and faith-centered learning environment for young children. This role includes supervising students, assisting with daily classroom operations, leading activities, and helping integrate Christian values into the preschool experience.

Key Responsibilities:

- Supervise children during classroom activities, playtime, snack time, and transitions to ensure safety and positive behavior.
- Assist with classroom setup before the school day and clean up after activities, snack time, and at the end of the day.
- Support the lead teacher in planning and leading age-appropriate educational and recreational activities.
- Help instruct students in basic academic concepts, social skills, and Christian values through stories, songs, and structured lessons.
- Engage children in Bible-based learning, including simple Scripture, prayer, and faith-based discussions appropriate to their age.
- Maintain a clean, organized, and welcoming classroom environment.
- Provide encouragement and guidance to students, promoting kindness, respect & cooperation.
- Communicate effectively with the lead teacher and staff regarding student needs and progress.

Qualifications:

- A vibrant relationship with Jesus Christ and active participation in a Bible-teaching church.
- High school diploma or equivalent (early childhood education coursework preferred).
- Ability to work collaboratively as part of a team.
- Attentiveness, patience, reliability, and a caring demeanor.
- Experience working with young children in your own home, a preschool, church nursery, childcare, or similar setting.

Physical Requirements:

- Ability to stand, bend, lift, and move actively throughout the day.
- Capability to lift up to 25–30 pounds as needed.

Additional Expectations:

- Model Christian character and values in interactions with children, families, and staff.
- Maintain confidentiality and respectfulness at all times.
- Dress in modest, professional attire that allows for ease of movement.
- Participate in staff meetings and trainings as required.
- Complete all tasks as asked with a positive attitude.

Please note: Pay rate is \$12 per hour.