

JOB DESCRIPTION

Preschool Admin & Classroom Floater



The Preschool Admin & Classroom Floater is committed to honoring Christ by preparing students to live fully for God in a rapidly changing world, knowing they are His masterpieces, uniquely designed for His purpose. The Preschool Admin & Classroom Floater helps ensure that the work environment is Christian-based, nurturing, wholesome and loving while performing all responsibilities.

Cherry Hills Christian School awakens the educational experience by preparing students to live fully for God in a rapidly changing world, knowing they are His masterpieces, uniquely designed for His purpose. Fully Known, Fully Loved, Fully His...Heart, Soul, Mind, Strength.

RESPONSIBILITIES

Model a Growing and Vibrant Relationship with Christ

- Pursue full devotion to Christ and live the life we are inviting others to live
- Manifest the fruit of the Spirit in work habits and relationships
- Pursue spiritual growth through community and daily devotions
- Embody other-centered, servant-leadership in all interactions

Demonstrate Commitment to Cherry Hills Christian School

- Be an active, engaged member of the school community
- Attend and serve at school-wide, all-hands-on-deck events (Examples: Meet & Greet, Back to School Night, etc.)
- Accept and uphold CHC's Essentials of Faith

Efficiently Assist and Lead Alongside Preschool Director, Preschool Office Manager, Assistant Director, Teachers, and Teacher Assistants

- The Preschool Admin & Classroom Floater is a resource to all Administration, Preschool Teachers and Teacher Assistants.
- The Preschool Admin & Classroom Floater will serve as a back-up substitute teacher or teaching assistant in the preschool.
- Administrative support includes:
 - Maintains the resource room (checking copiers/fill paper trays, restocking, organizing, etc.)
 - Provides assistance with classroom and curriculum resources.
 - Provides assistance in the main lobby during drop-off/pick-up and for special events.
 - Assists with special projects as assigned
 - Assists the Director, Assistant Director and office Manager as needed
 - Other administrative support as needed.

Cultivate Positive Relationships with Children and Families

- Develop and maintain rapport with students and parents.
- Represent Cherry Hills Christian in a favorable and professional manner.
- Ensure accurate and timely response to communication requests.
- Respect professional ethics that require confidentiality concerning the sharing of information about children, parents or staff.
- Pray for the teachers, children and families you serve.

Ensure Accurate, Timely Response to Communication Requests (Phone or Email)

- Manage email, voicemail, and communication requests in a timely, thorough manner.
- Build trust by maintaining confidence of information.
- Respond to all communication with professionalism, discretion, and a service orientation.

Other Administrative Responsibilities

- Is knowledgeable of Cherry Hills Christian policies and procedures and assists with day-to-day operations.
- Is knowledgeable of CO Licensing Rules and Regulations.
- Assist in overseeing the maintenance of a clean, safe environment for school operations.
- Help staff, students and volunteers' function efficiently and effectively.

Demonstrate a Commitment to Growth

- Provide input and constructive recommendations for administrative and managerial functions in the school.
- Utilizes educational opportunities and evaluation processes for professional growth.
- Attend department and all-staff meetings as requested.

Model Servant Leadership and Exhibit a Helpful, Joyful Attitude

Perform Other Duties and Tasks as Assigned

SPIRITUAL GIFTS

God equips every Christ-follower with spiritual gifts to serve and strengthen the body of Christ and to partner with Him in the advancement of His kingdom.

The following spiritual gifts are recommended for this role: Service, Administration, Teaching, Patience and Mercy.

QUALIFICATIONS

- Must have a strong and growing relationship with Jesus Christ and it should be evident in both the personal and professional life.
- Must agree to the mission statement, values, and faith statement.
- Must be able to uphold and support the mission statement, values, and faith statement.
- Bachelor's degree in Early Childhood Education, Elementary Education, Special Education, Family and Human Development or Child Psychology from an accredited college or university preferred.

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- Current Colorado Department of Education Teaching License for Elementary Education or Early Childhood Education required.
- Must meet state requirements including:
 - Early Childhood Teacher letter
 - Fingerprinting
 - Background check
 - Immunization and health requirements
- Ability to fulfill the requirements outlined on the State of Colorado Professional Development Information System
- Maintain requirements for 15 hours of continuing education each year as well as other required trainings.
- 3+ years of experience working with children.
- Must be able to pass a criminal background check.
- Professional attitude and appearance.
- Ability to maintain strict confidentiality in performing duties.
- Must have a flexible attitude with a servant's heart.

POSITION TYPE: Part-time, Non-exempt

HOURS PER WEEK: Monday, Wednesday & Friday; 7:45am – 12:30pm (Follows school calendar)

SUPERVISOR: Director of Preschool

PAY RANGE: \$19.00 - \$22.50 p/h

BENEFITS: PTO, Sick leave, Preschool Tuition Discount