

## JOB DESCRIPTION

# Long Term Substitute Preschool Teacher's Assistant (3's)

CHERRY HILLS  
CHRISTIAN SCHOOL

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*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.*

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The Preschool Teacher Assistant 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 Teacher Assistant ensures that the classroom learning environment is Christian-based, nurturing, wholesome and loving.

## 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

## **Long Term Substitute Preschool Teacher's Assistant (3's)**

### **Efficiently Work with and Lead Alongside other Age Level Teachers**

- Assist the teacher in facilitating the learning environment and implementing daily lesson plans
- Assist the teacher in implementing positive, age-appropriate classroom management and discipline procedures
- Along with the teacher facilitate small group learning experiences for the children
- Attend staff meetings, in-service days and special events as required by the Director
- Understand and implement all building emergency procedures and state regulations regarding the care and education of young children

### **Cultivate Positive Relationships with Children and Families**

- Connect relationally with children and families in all interactions
- Provide a safe school environment consistent with policies and procedures to ensure high structure and accountability
- Assist in caring for a child's special needs, such as tying shoes, consoling, encouraging and administering first aid
- Pray for the 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 to assist with day-to-day operations
- Assists in overseeing the maintenance of a clean, safe environment for school operations
- Respect professional ethics that require confidentiality concerning the sharing of information about children, parents or staff

## **Long Term Substitute Preschool Teacher's Assistant (3's)**

- Help maintain preschool/school-age care room and spaces and partner with Cherry Hills Community Church ministries as it relates to shared spaces
- Help staff, students and volunteers function efficiently and effectively
- Understand supervision and how to lead in a positive manner
- Assists in keeping proper discipline in the classroom and on the school premises to cultivate a positive academic environment

### **Demonstrate a Commitment to Growth**

- Receive and apply training and development from the Head of School and other professional development opportunities.
- Attend department and all-staff meetings.
- Demonstrate teachability and receptiveness to feedback.

### **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 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
- Ability to meet additional state requirements including
  - Fingerprinting
  - Background check
  - Immunization and health requirements

## Long Term Substitute Preschool Teacher's Assistant (3's)

- 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 training
  - Bachelor's degree from an accredited college or university preferred or willingness to take Early Childhood classes required by the Department of Early Childhood Education: ECE 101 and ECE 102 or 103
  - Must be able to pass a criminal background check
  - Must have a current CPR certification or able to obtain upon hire
  - Professional attitude and appearance
  - Must have a flexible attitude with a servant's heart
  - Physical requirements may include walking, standing, bending, lifting
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**POSITION TYPE:** Temporary, Part-time, Non-exempt

**HOURS PER WEEK:** Monday – Friday from 7:00am to 12:45pm August 4 through mid-October, and then Tuesday/Thursday from mid-October – November

**SUPERVISOR:** Director of Preschool

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