



JOB DESCRIPTION

POSITION TITLE:	Preschool Teacher's Aide	DATE:	April 4, 2023
SCHOOL:	Adventist Education Simi Valley Preschool	REPORTS TO:	Pre-school Director
CLASSIFICATION:	Non-Exempt, Part-time	SALARY RANGE:	\$16.04 - \$20.00

POSITION SUMMARY

Support the Southern California Conference in fulfilling its vision of Embracing Community in Christ and its mission to exalt Christ by serving its diverse communities through networked and creatively engaged churches and schools. Embody the organization's values of integrity with transparency, engagement, stewardship, unity in diversity, and relationships and team.

Provide quality instruction and supervision of students in a nurturing Christian atmosphere at a private childcare center operated by the Simi Valley Seventh-day Adventist Church.

ESSENTIAL FUNCTIONS

1. Regular attendance.
2. Assist teacher as directed in planning classroom program according to prescribed standards and content.
3. Utilize effective strategies, techniques, and structures in Early Childhood education.
4. Supervise children closely inside the classroom, during recess, in all activities, on field trips and after school activities.
5. Communicate with parents in a timely manner in reporting student progress and school activities as directed by teacher.
6. Communicate openly and honestly with teachers and the director daily.
7. Supervise proper handover of children, relevant information, and belongings to parents and/or next teacher.
8. Participate in all emergency drills (earthquakes, fire, lockdown, etc.).
9. Participate in cultural programs, sports activities, and ceremonies planned by the school.
10. Demonstrate professional loyalty in observing school policies and regulations.
11. Refrain from discussing confidential or sensitive information with unauthorized persons.
12. Manifest high regard for the teaching profession in grooming, demeanor, and use of social media in all its forms.
13. Represent the Seventh-day Adventist Church in a positive manner.
14. Evidence of physical and emotional health required for working with children.
15. Participate in professional development programs and activities.
16. Comply with policies and procedures of the Conference, including but not limited to those in the employee handbook, and the North American Division Working Policy.
17. Perform other duties as assigned.

REQUIRED QUALIFICATIONS

To perform this job, the individual

- Must perform each essential duty and responsibility satisfactorily, and
- Be a member of the Seventh-day Adventist Church in good standing, and
- Meet the requirements listed below.

Education and Experience

Working toward completion of an undergraduate degree in Early Childhood Education or have 12 ECE units in child. At least 2 years of experience teaching with this age group is desirable.

Competencies

- Transmit Christ-centered values and beliefs.
- Demonstrate an enjoyment in supervising children.
- Possess excellent public relations, communications skills, relationship-building skills.
- Experienced working within Adventist educational organization.
- Demonstrate life-long learning through staying current with cutting-edge trends in Early Childhood education and instruction.
- Attention to detail and commitment to accuracy.
- Work under pressure, ability to multitask, good organizational skills, ability to meet deadlines.
- Ability to work with diverse groups, ability to function as a team player.
- Ability to speak other languages desirable.

Personality Traits

Positive attitude, professional, flexible, discreet, approachable, proactive, dependable, pleasant.

Certificates, Licenses, Registrations

Valid work permit, pass Live Scan criminal clearance process, Mandated Reporter training, take a Physical health screening to include TB test, and required vaccinations including Whooping Cough & Measles. Recommended Infant/Child CPR training and First Aid Certification.

PHYSICAL DEMANDS

While performing the duties of this job, the employee may be required to do the following for prolonged or significant periods: sit, stand; walk; use hands and fingers; reach with arms; talk; and hear. The employee is occasionally required to climb, balance, stoop, and kneel. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close, distant, color, peripheral vision, and ability to adjust focus.

WORK ENVIRONMENT

The noise level in the work environment is usually moderate. Extended hours and travel may occasionally be required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.