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## **ATTACHMENT A -JOB DESCRIPTION Preschool/Kindergarten Assistant and Aide**

**STATUS:** Part time, MWF or T/TH or M-F 8:45 am -1:15pm

### **POSITION DESCRIPTION:**

To carry out the mission of Epworth Preschool and Kindergarten an educational mission as an extension of Epworth United Methodist Church which provides quality, educational programs within a warm, nurturing Christian environment so that children will grow to become lifelong learners and have greater opportunity to become people of faith in the community. To teach a developmentally appropriate preschool program for children ages 2 through 5 whose approval is coordinated through Maryland Department of Education Early Childhood Development, Office of Child Care.

### **HOURS:**

To arrive 20 minutes before the class you are scheduled to assist and remain 10 minutes after the class during school year as detailed on the attached calendar. To attend all staff meetings, open house and school year training as detailed on the attached calendar. Paid time off must be used for any missed hours.

**REPORTING TO:** EPK Director

**THE VISION OF EUMC:** *To be a church of the community that invites, connects, disciplines, and sends out people for Jesus Christ as the Holy Spirit transforms hearts, lives, and communities.*

### **POSITION REQUIREMENTS:**

1. Be accountable to Classroom Teacher and Preschool Director for supervision and guidance
2. Assist the Teacher in specific assigned tasks including
  - a. setting up the room each day
  - b. preparing materials
  - c. preparing and cleaning up after snack
  - d. working with the children in the classroom,
  - e. cleaning the room at the end of the day
  - f. supervising the children on the playground,
3. Provide additional personal attention as needed to children in a large group setting
4. Take charge of the classroom in the absence of the Teacher
5. Refer parents to the Teacher or Preschool Director for conferences, complaints or problems
6. Attend staff meeting, planning sessions, Open House and other functions that would require your attendance
7. Discuss observations of the children with the Classroom Teacher and Preschool Director only
8. Help with the care of indoor and outdoor equipment
9. Help maintain an attractive and orderly classroom

10. Help arrange furniture and other preschool and kindergarten equipment when necessary
11. Help clean up materials used for projects in the classroom
12. Never leave the children unattended.
13. Able to bend, stretch, pull, push, stand long hours on your feet and lift, multiple times a day in order to carry out the other tasks listed above, the following:
  - Up to 45 pounds for 2 year old teachers
  - Up to 30 pounds for 3-5 year old teachers
14. Be responsible for obtaining own substitutes and informing Teacher of absence or paid time off
15. Participate and assist in Lessons On God's Love sessions
16. Participate in goal setting activities with Director

**ADDITIONAL REQUIREMENTS:**

- Safe Sanctuary Training and Acknowledgement
- Confidentiality Agreement
- Background check
- At least two years' experience working with groups of young children

**ACADEMIC QUALIFICATIONS:**

- 6 hours of MSDE-approved continuing education hours of continuing education
- CPR and First Aid (if necessary to maintain certification every two years)
- High School Diploma