

Job Description—Preschool Classroom Assistant

Contact: Randi Lucas (Preschool Director)

Newlondonchristianpreschool@gmail.com

We are seeking a fun, energetic, caring and responsible person who loves Jesus and children to be a classroom assistant in the preschool for the 4's programs. Two part-time positions are available with up with opportunities for extra hours. One available position is from 8:30-12 on Tuesdays and Thursdays, and the other position is from 8:30-1pm on Mondays, Wednesdays and Fridays.

Responsibilities

- Assists the teacher with the classroom's needs as pertain to the lesson plans or the circumstances of the day
- Student and classroom supervision
- Assisting teacher in classroom duties and care for the children
- Regular sanitizing of classroom
- Preparing lists of supplies and materials, keeping records of quantity and times to reorder
- Assist teacher with record keeping as needed for student records
- Substituting for the teacher in the event of teacher absence
- Supporting the Preschool's statement of faith in word and deed

Qualifications and Skills

- Must pass the current clearances and background checks required by the state of Pennsylvania.
- At least 18 years old and high school degree and experience or training in working with preschool children.
- Understanding and commitment to the mission of the New London Christian Preschool and the Christian Life Center: Love the Lord, your God, with all your heart and all your soul and all your mind. This is the first and greatest commandment, and the second is like it: Love your neighbor as yourself (Matthew 22:37-39).
- Understand and agree to the provisions of the Employee Handbook.
- Must be able to lift 35 pounds, bend down to a child's level, and to get down on the floor with a child.