***“We will not hide these truths from our children; we will tell the next generation about the glorious deeds of the Lord, about His power and His mighty wonders.”*** Psalm 78: 4

***Aide Job description for Mililani Community Church***

***Preschool***

Reports to: Preschool Director, teacher(s)

To assist the teacher in providing a warm, nurturing, Christ-centered, safe and loving environment in which children can grow physically, socially, emotionally,

intellectually, and spiritually.

***Examples of duties***:

(with children)

--Work collaboratively with and under the direction of the teacher.

**--** Do classroom activities designed to promote physical, emotional and social development of preschool children, such as games, arts and crafts, music, storytelling, and field trips. Base these as much as possible on Bible themes.

**--**Throughout the day, do activities to promote spiritual development including prayer, Bible stories, Christian songs, scripture verses.

***“Teach them to your children, talking about them when you sit at home and when you walk along the road; when you lie down and when you are getting up.”*** Deut 11:19 NIV

**--** Help teach basic readiness skills such as pre-math, literacy, language, pre- writing, personal hygiene, social skills, science, and social studies in a Christian context. Understands developmentally appropriate practice in early childhood education.

**--** Enforce behavior rules and procedures consistently that are developed with the teacher.

**--** Observe children’s performance, behavior, social development, and physical health

(clerical)

--Greet parents and staff warmly; both in person and on phone. Use a courteous tone, exude warmth. Be able to create a positive, friendly, enduring impression.

--Answer questions about the preschool (and church)?

--Help parents with enrollment, conduct tours when necessary.

--Collect tuition, fees

--Assist with/purchase supplies.

--Maintain files of preschool students and staff

--Assist director with other clerical duties as needed

(custodial)

--Sweep, mop preschool classrooms and hallways

--Clean preschool bathrooms

--Clean surfaces as needed.

***Qualifications***

**Spiritual**

--Each employee at Mililani Community Church Preschool must have received Jesus Christ as his/her personal Savior and must believe that the Bible is God’s Word and is the standard for faith and daily living.

--The employee shall be a Christian role model in attitude, speech, and actions toward others. This requirement includes being committed to God’s biblical standards for sexual conduct (1 Corinthians 6:18–20).

-- He/she shall be a member in good standing at a local evangelical church that has a statement of faith.

--He/she shall be willing to show by example the importance of Scripture study and memorization, prayer, witnessing, and unity in the Body of Christ.

--He/she shall be in wholehearted agreement with the center’s statement of faith and its Christian philosophy of education.

Or

Demonstrates Christian maturity in attitude, actions and speech, showing a consistent walk with Jesus Christ. In all work, is sensitive to the spiritual needs of people.

**Physical**

--Employees of Mililani Community Church Preschool must be able to observe, hear, and respond to the needs of children and to emergencies or conflicts that might arise in a classroom, on the playground, or in common areas.

--Employees must have the ability to lift children of up to forty pounds; to crouch to a child’s height and maintain eye contact at a child’s level; to sit on the floor; to stand tall enough to reach children who are on play equipment; and to determine and communicate cognitive, social, and physical needs of children orally and in writing in the English language. Employees must feel confident that they for 12-24 children alone and can handle the stress, tension, and exasperation of daily contact with staff members, parents, and children.

**Other Qualifications**

--Meets the State of Hawaii requirements for an aide:

a) High school vocational child care training course; or

b) Orientation training course in the center

--Be proficient in using the computer, printer and other machines to prepare materials.

--Possesses a State of Hawaii registry card

--Possesses current pediatric CPR and first aid certification

--Fingerprint/criminal history background check

--Alternatives to the above qualifications as the director may find appropriate.

**Benefits**

--Possible medical insurance based on hours worked per week