



# PHOENIX CHRISTIAN PRESCHOOL

## Job Description: Teacher Assistant/Aide

### **Job Summary:**

Our mission at Phoenix Christian is to inform the minds, equip the hands, and form the hearts in a Christ-centered environment. We are living curriculum to our students. As an Assistant teacher, you will play a vital role in helping the lead teacher by, providing a loving, Christ-centered environment where young children can grow spiritually, intellectually, emotionally, and socially. Your mission will be to integrate biblical principles into every aspect of learning and development, guiding children in their journey of faith and character formation.

### **Responsibilities:**

1. Getting the classroom ready for the day, either in morning or at the end of the day.
2. Help with in put for lesson planning and prepare projects.
3. Being aware of what is on the lesson plan.
4. Listening to the children, reading to them or telling them a stories
5. Actively supervise all children in your classroom at all times.
6. Helping children who need extra support to complete task.
7. Helping teacher to plan learning activities and complete portfolios
8. Support teacher in managing classroom behaviors
9. Clean tables, chairs and high chairs. Also weekly sanitation of manipulatives and toys
10. Diapering in diapering classrooms.

11. Infant classrooms floor, carpet and play area surfaces sanitize

12. Wash sheets and blankets

13. Cell Phones are only for emergency phone calls. if you need to take a personal call.

Please direct parent concerns to teacher.

**Qualifications:**

- CDA, High School diploma or 60 hours of documented professional development.
- Strong personal faith and commitment to Christian principles
- Previous experience working with young children in an educational setting
- Knowledge of biblical teachings and Christian theology
- Excellent communication and interpersonal skills, with a heart for ministry
- Patience, creativity, and a genuine love for children

**Working Conditions:**

Phoenix Christian Preschool is a year-round program. Teachers typically work full-time during regular school hours and modified hours during the summer. The job may involve leading chapel services, participating in staff prayer meetings, and incorporating Christian themes into classroom decorations and activities.