

Job Description—Preschool Classroom Assistant

Contact: Randi Lucas (Preschool Director)

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We are seeking a fun, energetic, and responsible person who loves Jesus and children to be a classroom assistant in the preschool for the 2's, 3's and 4's programs. Part time positions available of up to 15 hours per week, with opportunities for extra hours.

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.

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.