



Annapolis Christian Academy

Job Description

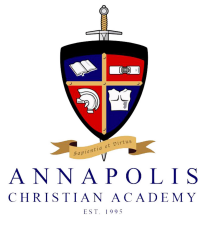
Job Title: Preschool Instructional Aide
Status: Non-Exempt, Hourly
Supervisor: Classroom Teacher
Administrator: Director of Early Childhood Education

The Preschool Instructional Aide assists the designated classroom teacher and preschool program by providing the teacher with instructional support, assistance with preparations for weekly lesson plans, assistance in maintaining well-structured classroom management, and overall support to the classroom teacher and preschool program.

The major requirements of the Annapolis Christian Academy Preschool Instructional Aide are below (but not limited to):

Spiritual Leadership

- The Preschool Instructional Aide is expected to be spiritually mature and consistently exhibit/model the spiritual virtues of love, joy, peace, patience, kindness, faithfulness, gentleness, goodness, and self-control before his/her students, parents, and Annapolis Christian Academy staff and board members.
- The Preschool Instructional Aide is expected to have a love of service to others as outlined in the Word of God.
- The Preschool Instructional Aide is expected to adhere to the belief of the Bible as the only inerrant, authoritative Word of God as well as hold to the beliefs listed in the school's statement of faith.
- The Preschool Instructional Aide is expected to possess a biblical worldview and to support the teaching of this view in the subjects taught as per the classical Christian model of education.
- The Preschool Instructional Aide is expected to be a life-long student of the Word of God, actively seeking to grow in their knowledge of the Bible.
- The Preschool Instructional Aide is expected to submit to the vision and mission of Annapolis Christian Academy, maintaining a "mission-minded" attitude toward education.
- The Preschool Instructional Aide is encouraged to actively participate in any staff prayer meetings and school assemblies.
- The Preschool Instructional Aide is expected to be in good standing with a local church, attending church regularly as well as committing to the Christian disciplines of frequent Bible study, prayer, and fellowship with other Christ-followers.
- Regarding theological differences, the Preschool Instructional Aide is expected to



adhere to the expression: "In essentials unity, in non-essentials liberty, in all things charity."

- The Preschool Instructional Aide is expected to maintain a spirit of "peace" and "unity" within the preschool and larger ACA staff body, not tolerating any attitudes of divisiveness within the team.

Instructional Support

- The Preschool Instructional Aide assists the teacher with the preparation of classroom materials as per the teacher's request.
- Although instruction and assessment remains the responsibility of the teacher, the Preschool Instructional Aide may be required to assist in teaching the class as a whole or in small groups as per the teacher's request.
- The Preschool Instructional Aide may serve as a substitute for any of the preschool classrooms should a teacher be absent.
- The Preschool Instructional Aide is not limited to assisting only her classroom and is expected to see the needs of his/her teacher as well as the needs of any teacher/instructional aide in the preschool program.
- The Preschool Instructional Aide is expected to assist the teacher(s) in the managing of daily classroom tasks and routines such as escorting students to their classroom from the morning time in the cafe, preparing the students for recess and lunch, supervising the students during recess and lunch, preparing the students for naptime, supervising students during naptime, managing students during the afternoon snack time, and assisting with any other routine needs throughout the day.
- The Preschool Instructional Aide is expected to arrive by 7:45 am to assist with greeting the students and parents and attending to the students while they are in the cafe during the morning time drop-off.

Classroom Decorum and Discipline

- The Preschool Instructional Aide assists in classroom management by supporting the authority of the teacher and holding students accountable for proper classroom decorum and student deportment.
- The Preschool Instructional Aide assists the teacher in keeping a nurturing, orderly and structured working atmosphere at all times in the classroom.
- The Preschool Instructional Aide informs and reminds students of the class and school rules and encourages them to exercise self-discipline and submission to authority with proper action and attitude.
- The Preschool Instructional Aide provides accurate input for teachers who hold primary responsibility for diffusing and dealing with corrective discipline situations.



- The Preschool Instructional Aide understands and respects that it is the teacher's role (not the aide's) to communicate with parents concerning student behavior, academic and disciplinary issues unless otherwise noted by the teacher.

Professionalism

- The Preschool Instructional Aide consistently and joyfully demonstrates pride in Annapolis Christian Academy by his/her work, punctuality, speech, attitude, dress, communications, and attention to duties.
- The Preschool Instructional Aide refrains from all forms grumbling, complaining, and gossip and demonstrates proper respect to students, parents, staff members and administrative authorities.
- The Preschool Instructional Aide demonstrates flexibility in working with a variety of students under the direction of several different faculty members.

Qualifications

Because Annapolis strives for excellence in academics, we are eager to find Preschool Instructional Aides who possess a genuine relationship with God, a love for children, a love for learning, and the gift of serving others. We look for applicants who are marked by their passion for life-long learning, Christian discipleship, a biblical worldview, and a strong working knowledge of early childhood education. Additional qualifications are (but not limited to):

- High School Diploma (or equivalent)
- Demonstrated gifting to serve others and passion for learning
- Member in good standing at a local Christian church and be able to acknowledge agreement with the school's statement of faith
- Adequate knowledge of early childhood development and early childhood milestones
- A "teachable" personality and commitment to learning and implementing Classical Christian Education
- A working knowledge of the mission and philosophy of Annapolis Christian Academy
- Good communication abilities (written and oral)
- Personal and social skills that would foster good relations with children and adults
- First Aid/CPR certification required