

**Crossroads Presbyterian Church**  
**Job Description:**  
**3K Preschool Teacher Assistant**

**General Position Description:** This person is responsible for assisting the Lead Teacher in nurturing the “whole child” in areas of physical, intellectual, emotional, social, and spiritual development. The person must love Jesus Christ and children and have a desire to support the preschool ministry with energy, imagination, and love.

**Number of total hours:** Approximately 12 hours per week from September through May.

**Reports to:** Lead Teacher and Director of Preschool at Crossroads Christian Preschool

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**QUALIFICATIONS**

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**PERSONAL QUALITIES:**

- A personal commitment to Jesus Christ
- A sense of call and passion for ministry with preschoolers and their families
- The ability to accept and work with all kinds of people
- Positive and patient demeanor
- Flexible and team oriented
- A commitment to continued personal and spiritual growth
- Must be at least 18 years of age

**REQUIRED SKILLS & EXPERIENCE:**

- High school diploma or GED
- Previous experience in a preschool, childcare, early childhood, or Sunday school class setting is preferred
- A degree in early child education or an EC1 certificate is required or would need to be completed through a self-study course within six months of hire date. Upon successful completion, the teacher assistant is reimbursed for the class.
- CPR, First Aid and Shaken Baby certifications or willingness to obtain
- Must be physically able to lift a minimum of 40 pounds, and work indoors or outdoors. Must be able to assume postures in low levels to allow physical and visual contact with children, see and hear well enough to keep children safe, and engage in physical activity with children
- Ability to team with Preschool Teacher and Administrator
- Strategies and skills in working with 3 to 4-year old children
- Takes direction well from leaders to help implement lesson plans, teaching aids, and classroom activities

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**RESPONSIBILITIES**

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- Assist the 3K Lead Teacher in guiding the children in activities designed to promote intellectual, creative, spiritual, and social growth
- Create a fun and safe learning environment
- Maintain the health and safety of all the children
- During the months that the preschool is in operation, the daily working hours for the Assistant are 8:30 a.m. to 12:00 p.m. on Monday, Wednesday, and Friday
- During the months that the preschool is in operation, to work until 1:30 p.m. on a Monday and/or Wednesday when the number of children enrolled in Lunch Bunch requires 2 teachers
- Keep daily maintenance of the classroom, including but not limited to: taking out the garbage the last preschool day for the week; vacuuming the story rug; sweeping the floors; wiping down the classroom tables, chairs, and sink; cleaning of preschool toys monthly; and keeping the check-in counter clear of preschool items by the last preschool day of the week
- Frequent bending, squatting, and sitting on the floor as well as indoor and outdoor work time with the children are required
- Establish and maintain positive relationships with students and parents
- Participate in staff meetings, center activities and staff development
- Perform other duties as required or assigned