



JOB DESCRIPTION

TITLE: PRESCHOOL SUPPORT STAFF
REPORTS TO: PRESCHOOL DIRECTOR
TRAVEL: NONE
SUPERVISES: NONE
FLSA STATUS: NON-EXEMPT

About the Position: Preschool Support Staff report to the Preschool Director and have as his/her primary function assisting teachers with students and prep work, as well as interacting with parents and other employees. As with all positions in Friends Christian School, the Preschool Support Staff position is a ministry. As such, the Preschool Support Staff shall be one who is committed to his/her work as a God-given ministry, with the motivation to please God and bring honor to Him.

MINIMUM QUALIFICATIONS:

All Employees:

All employees of Friends Christian School (FCS) must meet the following criteria:

- Must be a born again, consecrated Christian, dedicated to the purpose, goals and mission of FCS.
- Required to be in weekly attendance at a Bible-teaching church of his/her choice. FCS, as a ministry of Friends Church Yorba Linda and Rose Drive Friends Church, expects its employees to refrain from promoting their own church or denomination.
- Expected to have a thorough knowledge and understanding of the philosophy and objectives of FCS and must be in agreement with the Statement of Faith adopted by the School Board.
- Required to be physically, mentally and occupationally capable of performing all assigned tasks.

Preschool Support Staff:

Education and Certification(s):

- Must be at least 18 years of age and a high school graduate or equivalent.
- Completion of at least six (6) units of Early Childhood Education or Child Development and working towards a minimum of 12 Early Childhood Educations college units.
- ECE Certificate or Children's Center Certificate. Without either certificate, candidates may be hired on a provisional basis with successful completion of a minimum of two (2) units per semester or quarter until the certification is obtained. The required units must include Child Growth and Development; Child/Family/Community or Child and Family; and Program/Curriculum.
- Current EMS First Aid/Pediatric CPR training.

Experience:

- Prior experience not required.

RESPONSIBILITIES (ESSENTIAL FUNCTIONS):

- Assist teachers with students whenever necessary (i.e. the bathroom, changing clothes, etc.).
- Assist teachers with cutting, making copies, etc.
- Cover playground and crossing guard duty when necessary/assigned.
- Record student attendance and report number changes to the Director as needed.
- Help set up “Resters” daily and disinfect resting mats weekly.
- Assist with resting laundry weekly.
- Transfer students and the daily sign-in sheet to the Resting Room as assigned.
- Collect the “resting buddies” afternoon snacks and keep a resting roster up to date daily as assigned.
- Substitute for a teacher when necessary.
- Clean and organize the Resource Room and kitchen (including the refrigerator once a week).
- Deliver fliers and notices to parent mailboxes/student cubbies.
- Direct visitors to the front office to sign in and receive a visitor’s badge.
- Ensure the outside classroom doors remain closed and locked.
- Attend staff meetings and devotions as scheduled.

ABILITY TO:

- Complete a background check including fingerprinting and applicable medical screening, including a TB test and drug screen, if applicable.
- Communicate effectively with staff, parents, students, and the general public verbally (in person and via phone) in a professional manner.
- Provide safe and loving supervision of students in a preschool setting.
- Maintain a safe, organized, and loving environment for students.
- Maintain confidential information with discretion and judgment.
- Multi-task and be flexible in a dynamic classroom or playground environment.

ENVIRONMENT/PHYSICAL REQUIREMENTS:

- This position is in an office/school setting; incumbents must be able to see, hear, and speak; sit, squat, walk, stand, carry, lift (up to 20 pounds frequently and up to 50 pounds occasionally), reach, stoop, bend, and climb stairs.