



## JOB DESCRIPTION

**TITLE:** POTTY TRAINING TEACHER AIDE  
**REPORTS TO:** PRESCHOOL DIRECTOR  
**FLSA STATUS:** NON-EXEMPT

**ABOUT THE POSITION:** The Potty Training Teacher Aide works under the direction of an assigned Potty Training Teacher. The primary responsibility is to support the Potty Training Teacher with preschool student potty training needs, which includes providing instruction and care, completing necessary paperwork on each student, and sanitization of potty seats and changing tables. The Potty Training Teacher Aide 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:

- Must be a born again Christian dedicated to the purpose, goals, and mission of FCS.
- Are 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.
- Are expected to have a knowledge and understanding of the philosophy and objectives of FCS and be in agreement with the Statement of Faith adopted by the School Board.

#### Potty Training Teacher Aide:

- Must be at least 18 years of age and a high school graduate or equivalent.
- Must have completed a minimum of 12 Early Childhood Education units with passing grades, as required by the State of California Title 22.

### RESPONSIBILITIES (ESSENTIAL FUNCTIONS):

- Assist teachers with students whenever necessary (i.e. the bathroom, changing clothes, etc.).
- Assist teachers with the student's regular/scheduled potty times.
- Complete all necessary reports for parents on daily toilet routine.
- Clean and sanitize all potty seats and changing tables after each use.
- Help set up "Resters" daily and disinfect resting mats weekly.
- Transfer two-year-old "resting buddies" to the Resting Room and assist in calming them for rest time, which includes rubbing their backs to make them feel comfortable.
- Substitute for a teacher when necessary.

- 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.
- Clock in and out of work duties on daily basis through ADP.
- Perform other duties as necessary.

#### **ABILITY TO:**

- Provide safe and loving supervision of students in a preschool setting.
- Maintain a safe, organized, and loving environment for students.
- Communicate professionally and effectively in verbal and written form.
- Treat confidential information with discretion and judgment.
- Multi-task and be flexible in a dynamic classroom or playground environment.
- Use and be proficient with Apple devices and software applications as necessary.
- Develop positive and effective working relationships with administrators, staff, and others.
- Adhere to FCS policies and procedures.

#### **ENVIRONMENT/PHYSICAL REQUIREMENTS**

This position is in a preschool setting; must be able to sit, walk, stand for extended periods of time, carry, lift (up to 20 pounds), reach, stoop, read, write, and climb stairs.

#### **SPECIAL REQUIREMENTS:**

- Must be a U.S. Citizen or have the legal right to work in the United States.
- Must successfully complete a Livescan, Health Screening Report, and provide proof of all mandatory vaccinations, as required by the State of California.
- Must maintain federal, state and local certification requirements as necessary, including 16 hours of EMS Health and Safety training.