



JUPITER CHRISTIAN
SCHOOL

Jupiter Christian School Preschool Aide Job Description

Mission: Jupiter Christian School is committed to excellence in teaching the mind, reaching the heart, and inspiring servant leaders to impact the world for Jesus Christ.

Distinctives: Jupiter Christian School educates students in a **Nurturing Community** to **Excel** in life and **Engage** the world.

Job Summary: The Jupiter Christian School Teacher must be a spiritually sensitive individual who understands the mission and philosophy of Jupiter Christian School and is committed to help see it become a reality in the lives of our students by manifesting, by precept and example, the highest Christian virtue and personal decorum, serving as a Christian role model (I Timothy 4:12) both in and out of school (Luke 6:40), and as an example to parents and fellow employees in judgement, dignity, respect, and Christian living according to the Conditions of Employment outlined in the JCS Faculty Contract. The assistant teacher must be a born again Christian with spiritual maturity in academic and leadership abilities that will enable him/her to teach God's truth. The ability to communicate well with various types of people, handle confidential information appropriately, maintain a courteous, professional, and respectful attitude and integrity in all situations are pre-requisites.

I. General Description of Duties and Responsibilities

- a. Assists in establishing a positive classroom environment conducive to learning. This includes spiritual, academic, emotional, social and physical growth and maturity.
- b. Respectfully submits and is loyal to God-appointed authority.
- c. Integrates Biblical principles as appropriate.
- d. Follows the JCS curriculum guides in implementing the instructional program.
- e. Encourages instructional program in a way that meets the needs of the students in the class.
- f. Ability to maintain high energy level while managing a variety of tasks & projects.

II. Essential Job Requirements

- a. Strong interpersonal skills and demonstrated commitment to servant leadership.
- b. Maintains a professional demeanor in and out of the classroom.
- c. Reflects a Christ-like spirit in dealing with student-teacher, parent-teacher and student-student relationships.
- d. Follows the Matthew 18 principle when dealing with conflicts and personal problems that arise between individuals.
- e. Relationship-oriented with parents and students.
- f. Has a positive attitude and is an encourager to students and colleagues.
- g. Assisting in grading and record keeping
- h. Assisting in the management of classroom and hallway decorum.
- i. Sorting and filing of classroom materials and student work

- j. Strong communication skills (oral and written.)
- k. Assists in small group instruction and supervision
- l. Committed to continued professional and spiritual growth.
- m. Attends all school functions, parent/teacher meetings, before or after school that are scheduled by the Administration Department Heads or Principal.
- n. Assists in the supervision of students in all events outside of the classroom includes breaks, lunch, chapels and field trips.
- o. Able to physically perform teacher responsibilities which may also include bending and lifting 20 pounds

III. Qualifications

- a. Spiritual
 - i. Must have a clear testimony of personal faith in Jesus Christ as Savior
 - ii. Please check the school's website (www.jupiterchristian.org) regarding personal faith alignment to the JCS statement of Faith
 - iii. Must be able to demonstrate active membership and involvement in a local church
 - iv. Must maintain appropriate ACSI and Health Department (if applicable) certification. (e.g. First Aid, CPR, Food Safety, In Service Training Courses, 40 Hour Child Care Certification Course)
- b. Education
 - i. *Required:* Candidate must hold a minimum of a Child Development Associate Credential (CDA) or equivalency and must stay current with all department of health requirements. The ability and desire to pursue and maintain ACSI Certification is also required.
 - ii. *Preferred:* An Associate's Degree in Early Childhood Education and/or a Bachelor's Degree in a related field is preferred.
- c. Experience
 - i. Minimum of two years' experience teaching in a preschool setting. Candidate with less experience may be considered if administrative approval is granted.