



Preschool Aide

Crestview Community Church is pleased to announce the need for a part-time Preschool Aide to work Tues - Thurs 9 am - 3 pm. Beginning in the Fall of 2019. Job training and instruction will start the 2nd week of August.

Job Needs

The Assistant Preschool teacher must have a passion for working with children ages 4-5 and relating with their families. The candidate must also demonstrate a personal relationship with Jesus Christ and support the doctrines and bi-laws of Crestview Community Church. The candidate should be dedicated to creating a nurturing learning atmosphere for each student. They should have a compassionate attitude and a strong understanding of child development.

Hours & Rate

18 hours per week
\$17.00 Per Hour

Job Duties (Beginning Fall of 2019)

- Type, print, and make copies of the beginning of the year forms
 - Nuts and Bolts, Internet form, T-Shirt order form, Class directory (teacher and parent), Tuition class list, Class list,
 - Put together Scholastic order forms
 - Help get the classroom clean and decorated
 - Get class supplies ready (construction paper, crayons, pencils, glue, etc.)
- Schedule Field Trips
- Schedule Guest Speakers
- Put together Scholastic order forms and order books each month
- Make adjustments to the monthly newsletter and print each month

Duties continued

- Change classroom decorations each month/season
- Plan/Prepare/Implement an art lesson 2-4 weeks per month
- Plan/Prepare/Implement small group lessons 2-4 weeks per month
- Reinforce lessons with one on one learning activities as needed
- Help collect tuition payments
- Build a relationship with parents and answer questions they have at the beginning/end of the school day
- Set out learning activities/papers for lessons
- Set out rugs for story time
- Set out a snack and wash cups after snack
- Take pictures throughout the year, create a picture slideshow for graduation

Education: A degree is not required, however, experience in a daycare and/or an educational setting is necessary.

**To express interest please submit a cover letter, resume, and three references to:
Sarah Arts Preschool Director @ 765-426-5751 or sarts@c3lafayette.org**