



Living Stones Academy is a Christ-centered school committed to inspiring students to advance God's Kingdom; equipping them to embrace diversity with particular emphasis on its cultural, economic, and racial forms; and empowering them to love others and pursue Shalom.

MWF Early Childhood Aide - Job Description

A. Purpose

The MWF Early Childhood Aide serves to assist the Lead Teacher in the functioning of the class. We are seeking a Early Childhood Aide who is enthusiastic about Christian education and has a passion for working with young children from diverse backgrounds.

B. Job Requirements and Responsibilities

Must have a high school diploma or GED and experience working with children of preschool age. This individual must exhibit a genuine, nurturing, caring attitude to all children.

Must be able to do the following:

1. Model Christ-like behavior both in and outside of the classroom.
2. Assist the Lead Teacher in managing classroom behaviors and implementing behavior plans
3. Working 1:1 with a student or small groups when needed
4. Maintain a calm demeanor when interacting with students with behavioral challenges.
5. Work cooperatively with the Lead Teacher to encourage the active participation of all students in the program.
6. Assist the Lead Teacher in setting up and maintaining a safe, clean, learning environment and in assuring the well-being and safety of the children in his/her care.
7. Assist the Lead Teacher in imparting classroom instruction based on predefined curriculum.
8. Assume responsibility for the management of the classroom during the Lead Teacher's absence.
9. Record any important observations regarding student development, illness, or injury, and ensure it is communicated to the Lead Teacher.
10. Protect all children from physical punishment or verbal abuse by anyone in any program activity, and immediately report any such incident to the Lead Teacher or person in charge.
11. Communicate effectively, both orally and in writing.
12. Attend training opportunities provided by other agencies as recommended by the Lead Teacher, Principal or Head of School.
13. Physically interact with the children, including bending, kneeling, sitting on the floor, lifting up to 40 pounds, climbing and walking.

C. Nature of Work

Hours of work and schedule are determined on an annual basis, based upon program needs and availability of funds.

D. Job Classification and Compensation

This is a non-exempt position, meaning that it is not exempt from the hourly wage and labor laws. Hours will be from 7:45 am-3:15 pm on Mondays, Wednesdays, and Fridays while school is in session.