



## Ministry Description

Five-Day Preschool Teaching Aide- 4's & 5's Class

**Focus/Purpose of this Ministry:** This preschool teaching assistant plays a vital role in supporting the classroom teacher and serving the spiritual and educational needs of the children in his/her care.

### Qualifications:

1. This assistant must have a passion for aiding in the spiritual and educational development of children.
2. This assistant must subscribe to the Faith Statements of Hope Missionary Church.

### Gifts or Talents:

1. A spiritual intensity for God
2. A heart for ministry in the church
3. A heart for lost people
4. A team spirit
5. A passion for excellence
6. A servant's heart

### Ministry Responsibilities:

1. Follow instructions and guidelines defined by the lead teacher.
2. Cleaning responsibilities as the lead teacher needs and as specified in the Staff Handbook
3. Arrive thirty minutes prior to student arrival
4. Greet/welcome students every morning in a pleasant friendly manner and dismiss them daily in the same way, while interacting positively with parents.
5. Give the director seven days notice when needing a prearranged personal day.
6. Be present and intentional in the classroom with a focus on healthy, loving interactions with students and teacher.
7. Attend, help and prepare songs for students at 2 fundraisers during the school year.
8. Follow objectives and procedures set out in the Staff Handbook.
9. Other tasks as assigned by supervisor.

**Responsible to:** Preschool Director, Executive Pastor, Lead Pastor

**Directed by:** Preschool Director

**Time Requirement:** Part-time, paid position (with remuneration and benefits determined by the church board).

**Meetings:**

1. Attend monthly staff meetings