

Ventura Missionary Preschool

Preschool Teacher's Aide

Job Description

Job Title: Ventura Missionary Preschool – Teacher's Aide

Reports To: Preschool Director

Classification: Part-Time

Job Description

The purpose of the Preschool Teacher's Aide is to assist in activities that adhere to the policies and curriculum of the preschool in a Christian environment in which a child can grow physically, emotionally, mentally, socially, and spiritually. This entry-level position is a great fit for someone interested in entering the preschool teaching field and looking to gain valuable hands-on experience.

Primary Responsibilities

This is a working list and may be adjusted at any time by the supervisor.

- Provide and maintain a Christian environment in which the child may grow physically, emotionally, mentally, socially, and spiritually.
- Ensure the children's safety within the inside and outside environments at all times.
- Provide for care of child's needs and cleanliness, including diapering, and changing soiled clothes.
- Assist Preschool teachers in preparation and implementation of curriculum, classroom, materials, cleaning, and planning time.
- Direct all issues to the suitable person in a timely and appropriate manner.
- Observe and respond to children's needs, emergencies, and/or conflicts that might occur during the day.
- Manage children's behavior, and teach/model proper conflict resolution, coping skills, communication and social interaction with peers.

Relationships

This position will report directly to the Preschool Director and work alongside other staff.

Qualifications and Gifts

The Preschool Teacher's Aide needs to agree with Ventura Missionary Church's Statement of Faith and agree to employment subject to and conditioned upon a lifestyle consistent with that Statement of Faith. This position must have a philosophy of ministry that is aligned with Scripture, with our Statement of Faith, and with our Core Values and Vision. Gifts that are consistent with this role are: Leadership, Organization, Pastoring, and Encouragement

Knowledge, Skills and Abilities:

- Love for God and His church
- Have a personal relationship with Jesus as Lord and Savior, believe that the Bible is God's Word and standard for faith and daily-living, and be a Christian role model in attitude, speech, and actions towards others.
- Be committed to God's Biblical standards for sexual conduct.
- Be or be willing to become a member of Ventura Missionary Church and agree with the Church's Statement of Faith.
- Problem-solving and conflict resolution techniques
- Compassionate and caring
- Operate in a team environment, often working cross-functionally with other teams
- Able to adjust to the pace of the job requirements

Minimum Job Qualifications

- Successful completion of fingerprinting process and criminal background clearance
- TB clearance, immunizations and Health Screening
- Includes standing or walking most of the time, with bending, stooping, squatting, twisting, and reaching
- The ability to lift objects weighing over 50 pounds

Selection Process

The Preschool Director will supervise the selection process for this position.

Compensation

Starting compensation pay \$16.50 per hour

Hours

Monday through Friday, as assigned, 4-5.5 hours per day during school year.

This job description was last reviewed on 11.19.25