**Preschool Aide**

 Job Description

The Preschool Aide will serve as an assistant to the teachers at Little Hands and Feet Preschool. This person must be enthusiastic about Christ-centered education, passionate about working with young children in a preschool setting, and committed to the academic and spiritual preparation of the students.

**General Description of Expectations**

* Support the classroom teacher in the classroom as well as helping to prep supplies as needed.
* Stay informed and implement best practices in early childhood education.
* Communicate with the classroom teacher.
* Engage students in age appropriate activities and play that stimulates their development.
* Provide positive behavior support, manage classroom behaviors, and implement behavior plans as directed by the classroom teacher.
* Develop positive relationships with parents and students based on mutual respect and trust, reflecting a Christ-like spirit in dealing with parents and students.

**Additional Responsibilities, expectations and requirements:**

* Maintains professional manner and projects the values of the Christian faith in and out of the classroom.
* Has a positive attitude and is an encouragement to staff and students.
* Problem solver.
* Ability to work as a team with leadership and staff and submit as necessary.
* Strong communication skills.
* Physically capable of caring for a large group of children.

**Required Job Qualifications**

* Must have a clear testimony of personal faith in Jesus Christ.
* Must be willing to sign the New Life Church of Powell Statement of Faith
* Must stay current with all state preschool licensing requirements, including but not limited to: First Aid/CPR, In service training courses, STARS professional development hours.)

**To Whom Responsible:**

The Preschool Aide will be responsible to, and take direction from the Preschool Head Teacher. The Preschool Teacher reports to the Director. The Preschool Board of Directors will take any unresolved issues to the Elders of New Life Church.

**Time Commitment & Pay Schedule:**

The hours for this position will be Monday - Friday from 8:15am-11:15am and 12:00pm-2:00pm on two afternoons each week months of September - May. The school calendar will follow the public school calendar with the exception of start date. All other holidays on the school calendar will be followed and will be days off for the students and teacher.

The position will have a beginning pay of $14/hour.

**If interested, please send a resume and the completed application to:**

Amy McLain

PO Box 782

Powell, WY 82435 Or drop it by the church office at 185 S Tower Blvd.

***Preschool Teacher***

***Contract Agreement***

The Preschool Teacher, Senior Pastor, Elders and Deacons all agree to the duties as outlined in the Preschool Teacher Job Description. Paid time off will be given according to the Deacon approved PTO schedule. Salary will be determined by the Deacons and will be reviewed annually.

We, the undersigned, agree to the aforementioned job description and guidelines, as well as an annual salary of $17,550 divided monthly August - May as determined by the Deacons of New Life Church of Powell. All salaries and budget items will be set at the end of each calendar year for the following year.

This contract is in effect from August 1, 2022 through May 31st, 2023.

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*Preschool Teacher*

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Jim Browning

Chairman of the Deacons