

**Crossroads Neighborhood Church:
Wonders of Learning Preschool (WOL)**

Instructional Assistant Job Description

Description:

This position is under the direction of the WOL preschool director and provides valuable support to the preschool teacher. The instructional assistant represents the Wonders of Learning Preschool Ministry. WOL is an outreach ministry, welcoming all families and preschool-age children. We offer a robust pre-academic, social and emotional, and Biblical-based curriculum. We have a combination of teacher-directed and child-engaging activities that support child development and specific skill acquisition. WOL understands that challenging behavior occurs in response to specific unsolved problems that are usually highly predictable and can therefore be solved proactively. It is our job to set up a predictable and engaging environment and respond positively to teach, guide, and practice these skills.

Expectations & Requirements for Instructional Assistant Position:

- Participate in planning/staff meetings
- Attend trainings as required
- Assist and follow teacher instruction to guide children and support instruction
- Execute curriculum activities with students as directed by teacher or preschool director.
- Follow consistent routines and classroom procedures established by the teacher and preschool director.
- Assist with Christmas & Spring Program, parent information meetings, Wonders Sunday etc.
- Substitute in the classroom, in the absence of a teacher or in the preschool office as needed
- Support teachers in the following ways: make/distribute copies, help with students in and out of the classroom setting, supervise students (individually and in small groups) with their bathroom duties and return them back to their classroom, supervise the playground etc.
- Collaborate cooperatively with staff and Wonders of Learning Preschool director to implement the curriculum framework and guidelines in coordination with the current research
- Participate in self-evaluations and set goals with preschool director
- Model mutual respect and care always
- Assist in maintaining cleanliness and tidiness of classroom.

Qualifications:

- Love for children and families
- Proven experience in early childhood environments
- Knowledge and skills in a supportive role
- Excellent communication and people skills
- Organized with the ability to prioritize and multi-task

Hours/ Compensation:3Day Classroom (ages 3-4) Assistant

- October - Early June
- Monday & Wednesday 8:45am -3:15pm, Thursday 12:15pm-3:15pm, & Friday 8:15am-12:15pm
- Average 18.5 hours/ week
- Additional hours include: trainings, meetings, special events, etc.
- Paid holidays during the school year
- Paid time off
- \$18.35/ hour

_____ Revised October 2025