

**REDLAND  
PRESCHOOL AND DAYCARE**

**JOB DESCRIPTION**

Title: Aide	FLSA: Non Exempt
Reports to: Director	Date Approved:

**MISSION AND ROLE:**

Redland Preschool and Daycare's mission to provide children with a safe place to stay and learn more about Jesus and themselves in a caring, Christian environment. The Teacher plans and carries out a daily program designed to meet the physical and developmental needs of a group of children while creating and maintaining a safe, courteous, respectful and caring Christian environment of learning.

**RESPONSIBILITIES:**

- Assist teacher with daily curriculum for assigned group of children.
- Report any unusual or inappropriate behaviors of the children to the teacher as per established guidelines. Monitor for illness and report to teacher.
- Supervise children for daily outside activity, weather permitting. Provide care and protection for assigned children.
- Participate in continuing education to meet required guidelines or as assigned by Director/Associate Director. Keep abreast of current child development research and daycare trends to share with staff.
- May feed, diaper, and help with toileting and cleaning as necessary for each child. Help children learn to adapt to and cope with real-life situations; to develop appropriate habits in such activities as eating, dressing, napping and personal hygiene.
- Participate in staff meetings, training sessions, conferences, workshops and other career development and professional activities. May attend annual orientation meeting for parents and children. Assist with public relations and events as assigned.
- As required by law, know the indicators of abuse and neglect, and report all suspected cases.
- May assist with daily chapel.
- Help to ensure positive relations with the Preschool/Daycare and Redland Church family in sharing of space and resources.
- Maintain classrooms and office area in good order. Ensure that materials, equipment (including playground equipment) are accessible, appropriate and in good condition. Report any maintenance issues to Teacher/Director/Associate Director.
- Supports the teacher in whatever is needed to include Assisting with lunches, nap time, bathroom breaks, reading to the children, etc.
- Assist with monthly fire, evacuation and shelter-in-place drills as outlined by state guidelines.
- Comply with all operating procedures and policies of RUMC Preschool/Daycare.
- Must be able to work assigned work schedule.
- May be required to fill in for teacher when teacher is absent.
- Other duties as may be required.

**QUALIFICATIONS, EXPERIENCE AND EDUCATION:**

- Basic knowledge of child development and how to appropriately implement these skills within the classroom.
- Faith in Christ and a professing church member with good standing at a Bible believing church. A passion for children and envisioning their knowledge of God to grow in a holistic way at RUMC Preschool/Daycare.
- Demonstrates the love and grace of Christ in day-to-day duties and relationships with Preschool/Daycare children, staff, parents and Church members
- Ability to manage multiple priorities.