**Pre-kindergarten aide**

**Summary**

Assists teachers with curriculum planning, supervision, and teaching of children in a classroom setting; assists in presenting and reinforcing learning concepts.

**Duties and Responsibilities**

1. Provides support to the teacher to ensure a safe and stimulating educational environment.
2. Assists the teacher in planning and preparation for daily activities; aids instructional efforts of the teacher.
3. Assists the teacher in preparing lesson outlines, plans, and curricula in assigned areas.
4. Plans, prepares, and develops various teaching aids for use in the classroom, including activity sheets, drawings, and similar handouts.
5. Presents subject matter to children under the guidance of a teacher, utilizing a variety of methods including stories, discussions, and role playing.
6. Leads classroom activities; may confer with parents on children's progress in the absence of the teacher.
7. Assists children individually or in groups, with lesson assignments to present or reinforce learning concepts.
8. Performs miscellaneous job-related duties as assigned.

**Minimum Job Requirements**

* High school diploma or GED; at least 1 year of experience directly related to the duties and responsibilities specified.
* Completed degree(s) from an accredited institution that are above the minimum education requirement may be substituted for experience on a year for year basis.
* Willing to gain observation and training hours as required by KCCTO and The Kansas Health Department.

**Knowledge, Skills and Abilities Required**

* Ability to communicate effectively, both orally and in writing.
* Ability to understand and follow safety procedures.
* Ability to understand and follow specific instructions and procedures.
* Ability to provide activities for children that encourage healthy growth.
* Child supervision skills.
* Ability to provide a supportive and caring environment for children.
* Skill in preparing instructional aids and plans.

**Conditions of Employment**.

* Must obtain and maintain current adult, child & infant CPR and First Aid Certification. Initial certification must be achieved within 6 weeks of date of hire. (Main Campus employees).
* Successful candidate must pass a comprehensive post-offer, pre-employment criminal and fingerprinting and background check.
* Must have a relationship with Jesus Christ and agree to the OCS statement of faith.

**Salary rate**: Based on experience and job duties