**Spencer Christian School**

5720 Taylorsville Road

Fisherville, Kentucky 40023

(502) 477-9617 x200

[school@spencerchristian.org](mailto:school@spencerchristian.org)

**Preschool Assistant Job Description**

***Qualification requirements:***

* High School diploma or GED
* Regular attendee of a church and a baptized believer
* Sign a statement of agreement to Spencer Christian Church’s statement of faith
* Completed application from Spencer Christian School and resume
* References: previous employer, personal, minister/church leader
* Approved background check
* Previous experience in Early Childhood Education preferred

***Salary:***

\*Hourly rate dependent on experience

***Responsibilities:***

* Attend teacher training week in August before school starts back (dates will be emailed out closer to time)
* Workday 8:30AM-3:30PM Tuesday-Thursday for 32 weeks of preschool
  + 8:30-8:40AM Morning meeting/devotion with staff
  + 8:40-9:00AM Welcome students as they arrive
  + 9:00-12PM Assist teacher in the classroom
    - Help with crafts
    - Help keep students engaged
    - Help prep day’s lesson materials
    - Make copies/cut things out
    - Help clean up while kids go outside and then assist outside
    - Help with snacks
  + 12-12:10PM Help with dismissal
  + 12:15-12:45PM Paid lunch break
  + 12:45-1:00PM \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + 1:00-3:30 Assist teacher in the classroom
    - Same as above
* Share Jesus’s love and gospel with the students on a daily basis
* Notify Director of any sick/personal days you need to use and find a sub for the day (you get 6 sick days)