



## **Position Description**

### **Kindergarten Educational Assistant**

**Purpose:** K Educational Assistant is responsible for assisting the Kindergarten Teacher in providing an effective learning environment that enables students to develop and achieve to their greatest potential.

**Report To:** Kindergarten Teacher

**Terms of Employment:** Position is based on 35 hours per week when school is in session. Depending on need and budget availability, your supervisor will approve hours during school breaks.

#### **Qualifications:**

1. Committed to Christian education and Rehoboth Christian School.
2. Experience in working with young children is desired.
3. Coursework in Child Development / Early Childhood Education or a related field preferred.
4. Able to relate well to and have a love for very young children.
5. Able to use positive discipline that is appropriate for early childhood students.
6. Able to develop rapport and work well with parents.
7. Skilled in carrying out plans and lessons designed by the Kindergarten Teacher.
8. Congenial; able to work well with other adults (a team player) and under the direction of the Kindergarten Teacher.
9. Demonstrates a positive posture in promoting and growing the early childhood program. Demonstrate excellent communication skills.
10. Ability to speak / understand Navajo is desired.

#### **Responsibilities:**

1. Under the direction of the Kindergarten Teacher, the Educational Assistant will prepare activities, provide instruction and supervise the students and maintain program standards.
2. Under the general supervision of the Teacher, the Educational Assistant performs duties such as preparing materials, assisting students on an individual basis and in small groups. The Assistant follows well defined guidelines, policies and written procedures; exercises patience, tolerance and objectivity when working with individuals or groups of children; uses judgment to determine children's needs and when to seek assistance from the teacher or other staff.

3. The assistant integrates sound values, teachings, and perspectives into all aspects of the Kindergarten program.
4. The Assistant meets periodically with the Kindergarten staff and when appropriate with the whole Rehoboth Staff.
5. The Assistant seeks to promote Jesus and His Kingdom in all of their interactions with the students and parents.
6. The K Educational Assistant may be called upon at times to provide whole class instruction as designed by the Kindergarten Teacher/when the teacher is out for the day.
7. The Assistant communicates effectively with parents at appropriate times.
8. The Assistant supports public presentations by K students which may happen after school or evenings at times
9. The Assistant is responsible for carrying out the policies and procedures as stated in the K handbook.
10. The Assistant participates in professional development opportunities as available, appropriate and required.
11. The Assistant focuses on responsibilities and does not use a cell phone for non professional purposes during working hours unless on a break.

November 2021