



LAKE WORTH CHRISTIAN SCHOOL *of Boynton Beach*

JOB DESCRIPTION: Preschool Assistant/Aftercare Counselor

Department: Elementary School
Reports To: Preschool Director
FLSA Status: NonExempt - Part Time

JOB SUMMARY

To support the teacher in planning, organizing, and implementing an appropriate instructional environment that guides and encourages students to develop and fulfill their academic, social, and spiritual potential while incorporating the biblical worldview in every area. Work is performed under the supervision of the Preschool Director and Elementary Principal.

The Preschool Assistant/Aftercare Counselor duties shall include, but not be limited to:

RESPONSIBILITIES

- Part Time - 12:00 - 5:30
- The Preschool assistant will serve as a member of both the preschool and elementary teams. Joint accountability exists directly to the Elementary Principal and the Preschool Director for performance and direction of duties, while the position will be formally evaluated by the Preschool Director.
- Maintaining a safe and supportive learning environment for young children.
- Assisting teachers with carrying out lesson plans and class routines and procedures.
- Assisting students during snack, recess, centers, and nap time.
- Observing children for developmental problems and other concerns—and passing this information on to the preschool teacher and preschool director.
- Supporting preschool teachers with preferred classroom management and discipline strategies.

POSITION REQUIREMENTS

- 40 hours of DCF Child Care Training Course - The training must begin within the first 90 Days of employment and completed within the first school year.
- 5 hrs of DCF Early Literacy Training Course - Must be completed within the first year of Employment. .
- Child CPR and First Aid Certification or willingness to obtain

- TBS Assessment (every two years)

PHYSICAL REQUIREMENTS

- Regularly required to sit, stand, walk, talk, hear, operate a computer, hand-held learning devices and other office equipment, reach with hands and arms, and must occasionally lift and/or move up to 10 pounds.

To apply for this position, please follow the instructions at www.lwcs.org/employment.