



A *love* for God.

A desire to *learn*.

A commitment to *serve*.

Preschool Teacher Assistant Job Description

Thank you for your interest at San Jose Christian Preschool. Our mission is to advance the kingdom of God by providing exceptional teaching and curriculum fully integrated with Biblical perspective. Within our committed Christian community, we live to engage and transform culture for Jesus Christ.

We are looking for a Preschool Teacher Assistant who will create a loving and safe environment for our two-year-old's. The ideal candidate will have a passion for children and desire to teach God's word in a loving and age appropriate way, supervise and ensure the safety and well-being of children at all times. You will assist the lead teacher in any way possible including but not limited to: Preparing and setting up activities, implementing portions of the daily program as directed by the lead teacher, assist in keeping the classroom, and storage areas, clean, neat, and orderly, assisting with diapering and potty training. You will attend all staff meetings and any school related event.

Our Preschool program is year-round. Hours of operation are 8am-5pm, Monday through Friday.

This position is full-time. Work hours will be 8:00am-5:00pm. Compensation is determined by how much experience you have as well as your education. There are 16 children in the classroom ages 2 and 2.5.

Responsibilities for Preschool Assistant:

- Ensure the safety of all the children at all times
- Able to sit, stand, lift and 30 lbs on occasion
- Preparing and setting up activities
- Attending staff meetings and school related events
- Implement daily lessons when lead teacher is absent
- Assist in keeping the classroom, storage area, neat, cleaned and orderly

Required Qualifications:

- Associate's Degree, preferably a Bachelor's Degree in Early Childhood Education
1300 Sheffield Avenue, Campbell, CA 95008
408-371-7741
Sjchristian.org

- Must have at least 12 ECE Units
- Ability to pass a drug screen and background check
- Must be affiliated with a church and have a personal relationship with Jesus Christ
- Team player, multi-tasker
- Organizational skills
- Flexible
- Great customer service skills to communicate effectively with staff and students

HOW TO APPLY

1. [Please complete our job application](#). Once completed, please send the application and your resumé to the Preschool Director, Monique Nicoleau at mnicoleau@sjchristian.org.
2. We also request that you have the [Clergy Recommendation Form](#) by your Pastor or appropriate church staff member.

Once we receive your Application, Resumé, & Clergy Recommendation, we will review and contact you regarding next steps. If you have any questions, you can contact the Preschool Director, Monique Nicoleau at mnicoleau@sjchristian.org.