

Job Description
(St. Johns Lutheran ABC Preschool)

Job Title: Early Childhood Teacher's Aide

Date: May 2026

School Philosophy

St. Johns Lutheran ABC Preschool has been established to assist parents in their task of parenting and children with their learning development.

It is our desire to provide a meaningful and joyful educational experience in a Christian environment, in which, a wide variety of learning opportunities are offered.

Qualifications

The aide:

1. Has a high school diploma.
2. Is able and willing to work cooperatively with the staff and the Preschool Committee.
3. Is able to relate well to young children and adults.
4. Is sensitive to the needs of others, cares about the feelings of others, shows Christian concern for all, maintains confidences and is respectful to others.
5. Is tactful, is courteous, is an effective listener and is a good communicator.
6. Is physically and emotionally healthy, punctual and enthusiastic, dresses appropriately.
7. Is able to clearly articulate the objectives of the Lutheran school, evidences love for being with children; attends, participates and is visible in the church and community activities.

Responsibilities

The aide:

1. Is responsible for working together and assisting the teacher(s) in the classrooms.
2. Is to help with teacher preparation as directed by the teacher(s).
3. Is to work with the young children one on one to develop skills.
4. Is to interact with the children helping to develop social, emotional, and listening skills.
5. Is to assist the children in the bathroom.
6. Is responsible for the snack time which includes setting up before the session, bringing snack to the classrooms, helping serve and cleaning-up.
7. Is to assist in public relation activities, such as the open house and closing programs, as directed by the Director.
8. Is to assist with the daily arrival and dismissal which includes greeting, bathroom, helping dress, waiting for parents/bus.
9. Is to help with library time - checking in books, repairing, writing overdue notes.
10. Is to help with the end of day clean up as needed.
11. Is to be aware of and comply with all personnel policies listed in the Staff Handbook.
12. Communicates effectively with children, parents and staff commending and reinforcing good conduct and achievement on the part of the children.
13. Attends conferences, workshops and other professional development experiences to fulfill the continuing education requirements.

Accountability

The aide shall be directly responsible to the Preschool Director, the Pastors and the Preschool Committee of St. Johns Lutheran Church, Park Rapids, Minnesota.

Summary Statement

Next to parents, teachers and aides are the young child's most loved adults. Children are often with a teacher or aide for more hours in the day than they are with their parents. Preschool teachers and aides need to have a large measure of love to give. For the Christian preschool aide, this love comes from Jesus and is shared with everyone in the school family.

Staff Policies

Hours/Wages/Benefits

Hours:	8:15 a.m. - 3:15 p.m. Monday & Wednesday 8:15 a.m. - 12:00 p.m. Tuesday, Thursday and Friday
Class year:	September through May
Wages:	\$15.00/hour - approx. 25 hours per week
Pay Period:	Bi-monthly
Retirement:	Worker Benefit Plans (LC-MS) Retirement through St. Johns Lutheran Church.
Additional Benefits:	\$150.00 is budgeted for continuing education. Must have minimum of 24 hours of training yearly.

Evaluation and Professional Development

Grievance procedures: First talk with the Director, the Pastors and then the Preschool Committee.
Performance Review: At the end of January.

Health/Safety and In-service

- Must complete and pass background study through MN Dept of Human Services.
- First Aid Training and CPR certification are required.(renewed every 2 years).
- Sudden Unexpected Infant Death Syndrome/Abusive Head Trauma training yearly.
- Child Development Training.
- Drug and/or Alcohol abuse is prohibited according to Minnesota State Statute 152.
- Suspected child abuse MUST be reported.
- Safety and hygiene are very important. Report hazards to the Director or Janitor.
- Orientation training and personnel training are required at start of each new school year.
- In-service training events attended throughout the year - TBD by Director. (Counts toward continuing education requirements.)

These policies will be reviewed before the start of each school year.