

Bethany Christian School Preschool Flexible Assistant Job Description

Part-Time Position: 10.5 months a year, 20-22 hours a week
Salary: \$17-19 an hour

Our School:

- Bethany Christian School was established in 1974 and serves students preschool through 8th grades.
- Direct ministry of Bethany Bible Church located in Thousand Oaks, CA

Spiritual Qualities:

- Seeks to role model Christ in attitude, speech, and actions
- Has a consistent daily walk with Jesus Christ
- Accepts the Bethany Christian School *Statement of Faith*
- Possesses membership in a local Christian church and attends regularly

Professional Qualifications:

- 12+ ECE units
- Associate's degree preferred but not required

Job Responsibilities:

- Set up the preschool playground each morning.
- Visit each preschool classroom on a pre-assigned schedule to offer breaks to each teacher and assistant.
- Remain on call on the radio to be called as needed to assist in preschool classrooms.
- Provide playground supervision during 3s and Pre-K recesses and part of Lunch Bunch
- Monitor and support student behavior.
- Provide a warm and nurturing environment for students.
- Before Lunch Bunch, clear and wipe down lunch tables, bring down preschool hot lunches.
- Complete other tasks as assigned by school administration/preschool director.
- Attend several evening events including Back to School Night, Open House, Culmination, and Promotion.
- Hours: Monday through Friday from 8:30 am to 1:00 pm