



Flagstaff Christian School

Preschool Teacher Aide

TITLE: Preschool Teacher Aide

JOB SUMMARY: We are seeking highly relational and uniquely qualified Preschool Teachers who delight in guiding young students through foundational years of academic, social, emotional, and spiritual growth. Ideal candidates create structured, nurturing classrooms where students feel safe, known, supported, and encouraged. Teachers take ownership of their subject areas and are committed to delivering engaging, developmentally appropriate instruction within a faith-filled environment grounded in Christian values.

QUALIFICATIONS:

1. Personal relationship with Christ and demonstrates Spiritual Leadership as outlined below.
2. High School Diploma or equivalent.
3. Early childhood teaching experience preferred.
4. First aid/CPR certified, or willingness to obtain.
5. Will pass a criminal background check.

REPORTS TO: Preschool Director

SUPERVISES: N/A

TERMS OF EMPLOYMENT: Year-round, 12-month term. School Monday-Fridays, vacation from Dec 21- Jan 3. School begins Aug 3rd, first day July 27, 2026.

EVALUATION: Job performance will be evaluated through observation, formal and informal evaluations, and performance inside and outside of the classroom.

SALARY: \$18.35-20/hr. Christmas vacation, 2 weeks paid at Christmas, PTO/sick combined, medical, vision, dental, life insurance for FT.

Job Responsibilities:

1. Spiritual Leadership

- a. Provides spiritual leadership with Christ-like actions, attitudes, and all communications in keeping with the scriptural principles with all members of the FCS community.
- b. Commitment to a vibrant walk with Christ including regular spiritual disciplines of prayer, Bible reading, church attendance, devotion attendance, and accountability.
- c. Commitment to continual and ongoing personal and professional growth, modeling teachability, and lifelong learning to our community.
- d. Faculty and staff are expected to uphold the FCS Doctrinal Statement and Position on Critical Issues. We are to promote the unity of the believers and avoid denominational issues.

2. Team Member

- a. Demonstrates respect for each individual student, faculty, and staff member and facilitates opportunities for development of spiritual and academic growth from a Christ centered Biblical worldview.
- b. Assist the Lead Teacher in preparing and implementing age-appropriate lessons and activities that foster intellectual, physical, emotional, and social development.
- c. Supervise children during classroom activities, outdoor play, and snack time, always ensuring their safety and well-being.
- d. Provide one-on-one or small group support to students who may need extra assistance with tasks, social interactions, or developmental skills.
- e. Help maintain a positive, supportive classroom environment using appropriate discipline techniques that reflect the school's Christian values and promote respectful behavior.
- f. Incorporate Christian teachings, Bible stories, and prayers into daily activities, modeling Christ-like behavior in all interactions with students and colleagues.
- g. Work collaboratively with the Lead Teacher and other staff members to create a cohesive, team-oriented atmosphere in the classroom and school community.
- h. Assist in maintaining an orderly classroom environment, including the organization of supplies, classroom materials, and student belongings that encourages exploration and creativity.
- i. Implement strategies to support children's emotional and behavioral growth, fostering self-regulation, empathy, and conflict resolution skills.
- j. Participate in ongoing training, workshops, and staff meetings to stay current with best practices in early childhood education and Christian teaching methods.
- k. Adhere to all school policies and procedures regarding health, safety, and supervision. Ensure that children are always accounted for, particularly during transitions between activities and during snack time or outdoor play.
- l. Be familiar with the AZ Department of Health and Services childcare rules and regulations.
- m. Organize the physical environment in a tidy, clean, joyful manner to encourage and maximize organizational culture.
- n. Take necessary and responsible precautions to protect students, equipment, and facilities.

- o. Develop an appreciation of and respect for the role and individuality of parents and partner with parents in their child's education.
- p. Maintain accurate, complete, and correct records as required by law, school policy and administrative regulations.
- q. Understand and be able to implement all building emergency procedures.
- r. Complete continuing education hours per State requirements each year
- s. Perform additional duties as requested.

3. Communication

- a. Ability to communicate with others in a clear and precise manner and work cooperatively and tactfully with students, staff, and our community.
- b. Maintain confidentiality of records.

4. K-12 Student Discipline

- a. Works closely with other teachers and playground monitors to enforce school discipline policies.
- b. Refers kids to the appropriate personnel for discipline.

5. Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- a. While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk and hear.
- b. The employee is frequently required to walk; sit and taste or smell.
- c. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 60 pounds.
- d. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- e. Most days, the employee will be working a portion of the day outside in temperatures ranging from 20F with wind chill to 90F.
- f. Possible exposure to blood and bodily fluids or tissues;
- g. Possible exposure to communicable diseases;
- h. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.