



Job Title: Teacher Aide (Preschool) **Date Posted:** April 2022
Reports to: Principal **Start Date:** August 2022
Work Schedule: 10-month position; 8AM-3PM daily **Status:** Full time with benefits

ABOUT FPD

First Presbyterian Day School (FPD) is a 3K-12th grade Christ centered, college preparatory independent school located in Macon, Georgia which exists to educate and equip children to change the world for God's glory.

ABOUT THE ROLE

The expectation of the teacher aide is to assist the teacher in planning and preparation for daily activities.

- Assists the classroom teacher in all instructional areas
- Sets up learning activities, assists with center activities, and helps clean up when appropriate
- Copies, collates, laminates, and assembles materials for classroom use
- Becomes knowledgeable about all aspects of the curriculum
- Works with small groups or individuals under teacher supervision for remediation, absentee work, and other extensions of classroom instruction
- Assists with lunch activities
- Assists in leading and accompanying class to co-curricular activities and carpool
- Assists with proofreading, sorting, and preparing items to be sent home
- Calls and coordinates field trips and other events for classroom teachers
- Accompanies sick or injured students to the school nurse's clinic and communicates with parents when needed
- Helps teachers tidy up and prepare classroom for the next day
- Assists with assigned, rotating morning and afternoon duties
- Supports FPD on campus and in the community

REQUIRED QUALIFICATIONS

- Growing Christian with a credible profession of faith and involvement in an evangelical church
- Capacity to initiate and nurture relationships with parents and students
- Willing to work with others in a team environment
- Positive attitude and welcoming spirit
- Demonstrated skills defined within the content of the position description, including excellent interpersonal and written/ verbal communication skills
- Commitment to a lifestyle above reproach in line with FPD's Statement of Christian Principles and Ministerial Role of Faculty
- Experience working with young children preferred

PHYSICAL DEMANDS

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. The majority of work will be performed in a classroom or school campus. The person in this role is regularly required to stand and walk for extended periods of time and may be required to lift up to 20lbs.

Visit www.fpdmacon.org/employment to apply or learn more.