



First Baptist Church Fairborn, Ohio
“Presenting everyone mature in Christ”

Job Description

Position Title: WEE School Teacher’s Aide
Department/location: WEE School Office
Supervision: WEE School Director
Status: Non-exempt
Wage Scale: Range as determined by the Personnel Committee & Budget and Finance
Date: March 15, 2022

We the First Baptist Church of Fairborn, are a fellowship of baptized believers, united and empowered by the Holy Spirit, committed to glorifying God by proclaiming the gospel and disciplining Christians in our community and throughout the world through cooperation with the Southern Baptist Convention.

Job Summary

GENERAL DESCRIPTION: The Teacher’s Aide will assist the Lead Teacher in carrying out a daily preschool teaching program and will work to foster a love for Christ in the children.

Essential Job Functions/ Responsibilities

The Teacher’s Aide must:

1. Keep the children safe while assisting the Lead Teacher;
2. Assist the Lead Teacher in implementing the lesson plans and activities;
3. Provide a comforting environment for children;
4. Work to instill a love for Christ and God’s word on a daily basis;
5. Remain flexible, assisting wherever needed;
6. Give each child the attention needed to assure his/her best welfare;
7. Attend all faculty, staff, and parent meetings; and
8. Empty trash, wipe tables, sweep and vacuum, leaving the rooms clean.

Qualifications and Requirements of a Teacher’s Aide

First Baptist Church requires a Teacher’s Aide to:

1. Be a born-again believer and be an active member, in good standing, of a protestant, evangelical, like-minded church;
2. Have a basic love for children;
3. Pass a background check/fingerprinting;
4. Have a high school diploma or its equivalent;

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5. Complete training in First Aid, CPR, and Child Protection within 90 days of hire date; and
6. Be at least 18 years of age.

Typical Physical Demands

Must be able to read, speak, and hear. Must be able to effectively communicate both orally and in writing. While performing the duties of this job, the teacher’s aide is regularly required to sit, talk, hear, walk, bend, kneel, and lift. The teacher’s aide may frequently be required to use stairs. The teacher’s aide is required to be able to lift and carry items that can weigh 40 pounds or less for short distances.

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.

Working Conditions/ Compensation and Benefits

The Aide Teacher’s is called into the position for an indefinite period of time. The Teacher’s Aide will be under the supervision of the WEE School Director. The work hours will be Monday-Friday, 8:30 a.m. until 12:30 p.m., with the understanding that there could be circumstances occasionally that would require a slightly longer time. The job is a part-time, hourly position. The Teacher’s Aide is expected to work each Weekday that the WEE School is open unless on approved time off.

The compensation will be set by the Personnel Committee and approved by the Budget and Finance Committee. Employment is attained by submitting an application to the Director, who will then submit all potential applicants to the Personnel Committee. Vacancies are not necessarily filled from in-house applicants, but are filled by the applicant with the most experience, most education, and best suited for the vacancy. Termination of employment would occur if there was a continual violation of work ethics after being notified of the problem by the WEE School Director.

Acknowledgements

I have fully read and understand my job description. I intend to perform the duties and responsibilities to the best of my ability and will seek guidance and clarification from the Director of WEE School if I have questions. I know of no reason that I should not be able to fully comply with the tasks, including the physical demands.

Signature

Date