

Preschool Instructional Aide

Job Description

Mount Hope Christian Academy is a faith-based preschool academy in Fredericksburg, Virginia. As a Christian-based preschool, the Academy provides full-day, preschool programs for 2 - 4 year old students. Additionally, Mount Hope Christian Academy offers Before and After Care programs for students ages 2 - 12. The Instructional Aide shall promote and demonstrate Christian beliefs, through interactions and communications, that align with those of the Academy. Our goal is to ensure that our learners have an early, strong foundation, both academically and in the Word.

Job Description

The Preschool Instructional Aide is responsible for assisting the Preschool Teacher in imparting classroom instruction based on the Abeka curriculum and supplemental activities; maintaining a safe and organized classroom environment for children; assisting the Preschool Teacher to ensure the physical, social, cognitive, spiritual, and educational excellence of children; ensuring the classroom is aesthetically attractive so students enjoy their surroundings while learning lessons; providing support to the Preschool Teacher in planning lessons and daily activities; ensuring development of positive relationships with children to promote their self-esteem and self-discipline; observing each child to assess skills, interests, and needs and use this information to facilitate individual learning and growth; assisting the Preschool Teacher with handling evaluations, assessments, and creating reports; providing comfort to distressed children through compassion and tact; assisting children during breakfast, snacks, and lunchtime to ensure their nutritional needs are fulfilled; cleaning tables after lunchtime; overseeing children and making sure they are safe during outdoor activities; verifying attendance and recording accident, and incident reports; and under extenuating circumstances, serve as back-up van driver or After Care assistant.

Qualifications

- Preschool classroom teaching experience or experience working in a youth program is preferred but not required.
- Completed or in the process of completing a course of study related to early childhood education preferred but not required
- High School Diploma or Equivalency.
- Ability to pass a background check.
- CPR and First Aid Certification or willingness to obtain within 30 days of employment.
- Ability to lift up to 50 pounds.

- Must be at least 18 years of age.
- Must have a valid Virginia drivers license.
- Must show proof of COVID19 vaccination or be willing to receive vaccination prior to employment unless a medical or religious exemption is applicable.
- High level of flexibility and willingness to work all shifts (morning/afternoon).

Salary

Up to \$25,500 depending on education and experience.

Full Time

Knowledge/Skills/Abilities:

- Preferred coursework or a degree in early childhood education or child development.
- Preferred Childhood Development Associate (CDA) or Associate Degree in Early Childhood Education (ECE).
- Preferred prior experience in teaching, childcare or other related fields. Must have an acceptable rating for prior experience.
- Virtual teaching experience or Virtual Teaching Assistant is a plus.
- High level of flexibility and willingness to work all shifts (morning/afternoon).
- Passionate about working with children.
- Ability to build rapport with children.
- Positive and patient demeanor.
- Excellent written and verbal communication skills.
- Basic computer skills.

How to Apply

To apply for the position, please:

- Complete and download an application from the Mount Hope Christian Academy Website: <https://mhcacademyva.org/employment/> and send it along with your resume to:
- Email: director@mhcacademyva.org
 - USPS: Mount Hope Baptist Church, 6823 Harrison Rd, Fredericksburg, VA 22407
 - Attention: Director
 - Hand Deliver in an envelope: Mount Hope Baptist Church Office, 6823, Harrison Rd, Fredericksburg, VA 22407 (between 9:00am and 5:00pm)
 - Attention: Director