

Pre-Kindergarten Aide

Job Summary:

Manheim Christian School is seeking a compassionate and dedicated Pre-Kindergarten Aide to assist the classroom teacher in creating a safe, nurturing, orderly, and God-honoring environment for children ages 4 to 5. In this role, the aide will work collaboratively to support daily classroom instruction, student supervision, and classroom organization. A vital component of this position is fostering the comprehensive development of students—including their social, emotional, academic, and spiritual growth—while assisting with school-wide duties and modeling Christ-like character to help create an exceptional space for learning.

Reports To:

Pre-Kindergarten Teacher and Head of School

Key Responsibilities:

- Assist the classroom teachers with daily instructional tasks and classroom routines.
- Support students during academic, play-based, and enrichment activities
- Provide individualized support to students as directed by the teacher.
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- Work with individual students or small groups to reinforce learning objectives.
- Help prepare classroom materials, displays, and resources.
- Supervise students in the classroom, during recess, lunch, and transitions as needed.
- Support classroom management by helping maintain a calm and respectful atmosphere.
- Encourage and model Christ-like character in interactions with students and staff.
- Assist with student data, record-keeping, and other administrative tasks as requested.
- Demonstrate flexibility in daily scheduling and tasks
- Ability to take direction from the classroom teacher and work collaboratively with school staff.
- Strong communication, patience, and organizational skills.
- Must be flexible and willing to help throughout the building as needed
- Help maintain a positive, loving, and orderly classroom environment.
- Encourage age-appropriate social skills, cooperation, and positive behavior.
- Assist with classroom setup, organization, cleaning, and preparation of materials.
- Support and uphold the mission, values, and policies of the school.
- Maintain confidentiality regarding students, families, and school matters.
- Participate in staff meetings, training, and school events as requested.

Preferred Qualifications:

- High school diploma or equivalent; additional coursework in education or child development preferred.

- Prior experience working with children in an educational setting is a plus.
- Experience working with pre-k or elementary-aged children is preferred.
- Ability to work collaboratively with teachers and staff.
- Strong communication and interpersonal skills.
- Patience, flexibility, and a caring attitude toward young children.
- Ability to supervise and engage actively with students throughout the school day.
- Agreement with the school's statement of faith and commitment to Christian education.

Spiritual Expectations:

- A personal and growing relationship with Jesus Christ and a lifestyle that reflects Christian values.
- Demonstrate a Christ-centered attitude and serve as a role model for students.
- Support the school's mission and statement of faith in word and action.
- Pray for students and the school community as part of your daily role.
- A heart for ministry and a passion for supporting student growth—academically, emotionally, and spiritually.

Physical Requirements:

- Standing for long periods of time
- Frequent bending/kneeling
- Outside recess monitoring
- Ability to actively supervise children indoors and outdoors.
- Ability to assist students with daily classroom routines and activities.

Anticipated Schedule:

- 5 days a week during the school year
- 8:30 - 2:30p