



First Presbyterian Academy Greenville, SC

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| Job Title: Preschool Teacher Assistant |
| Supervisor: Early Education Principal |
| Part/Full-Time: Full-Time/Part-Time |
| FLSA Status: Exempt |

POSITION OVERVIEW:

Reporting to the Early Education Principal, the Teacher Assistant will come alongside the Lead Teacher and present a Biblical worldview and an excellent educational experience. This spirit of excellence and Biblical centric teaching will be demonstrated through age-appropriate lesson plans, implementation of programs, and classroom environments. As a Christian Educator, the Teacher Assistant will seek to strengthen the foundation for learning that will develop Christ-like character in students from varied backgrounds for a lifetime of learning and service.

GENERAL CHARACTERISTICS FOR EMPLOYMENT AT FIRST PRESBYTERIAN ACADEMY:

- A committed follower of Jesus Christ who loves children and desires to see them walk in the truth
- Passionate about living out his/her calling through the Christian education of our students
- Eager to serve in a Christian learning environment, modeling Christlikeness through his/her diligence, perseverance, resilience, patience, courage, and Christian discipleship
- In agreement with the Statement of Faith and Personal Lifestyle Statement as found on the First Presbyterian Academy website (www.firstpresacademy.com) page
- Devoted to personal and professional excellence and is willing to pursue professional development opportunities that facilitate growth
- A member in good standing at a local, evangelical church.
- Committed to the goal of giving a good report with regards to the school and community and determined to live out the biblical principles of reconciliation spelled out in Matthew 18 when disagreement arises.

QUALIFYING CHARACTERISTICS:

- Committed to maintaining the appropriate degree of confidentiality and professionalism
- Supportive of the whole FPA community and works collaboratively in team-oriented environments with parents, students, fellow teachers, and administrators.
- Basic understanding of technology platforms like Word, Excel, and Gmail is preferable
- Ability to work as a part of a team
- Demonstrates good oral communication skills and written communication skills
- Ability to be respectful, friendly, nurturing, and attentive to others

ESSENTIAL DUTIES:

- Attends in-service training, faculty prayer meetings, grade level meetings, faculty meetings, schoolwide functions, and parent meetings as required
- Assist in maintaining a student portfolio to highlight progress over the course of the school year
- Assist in the general safety of the classroom environment as well as the outdoor play areas
- Assists children with personal care activities to include toileting, feeding, and cleanliness needs
- Assist in maintaining an orderly classroom environment that will foster the learning process
- Help to manage effective centers that will be engaging and foster the learning process
- Assist in maintaining accurate and current attendance records
- Willingness to adhere to established school policies and procedures
- Performs other related duties as assigned by lead teacher and/or Principal
- Assists in safely taking students to related arts classes

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Associate's degree or higher from an accredited college or university is preferred, but not mandatory
- Maintain 15 hours of continuing education through CCEI each year per DSS guidelines

- Maintains CPR and First Aid certification according to DSS requirements
- Previous experience in a church or Christian school and/or training in a Biblical worldview is preferred

PHYSICAL REQUIREMENTS:

- Must be able to meet physical requirements of the position for purposes of safety.
- Must be able to evacuate students over uneven terrain and in varying weather conditions during emergency situations.
- Must be able to lift 20 pounds at a time
- Ability to sit, bend, stand, as needed in interactions with students.
- Must be able to hear and communicate effectively in order to exchange information, respond to inquiries, and provide clear instructions in person, over the phone, and through other communication methods.
- Must be able to walk throughout the campus effectively and independently.
- Must be able to see and read English text to perform essential job functions.
- Must be able to sit or stand for extended periods.
- Must possess manual dexterity for using a computer and other office equipment.

Note: First Presbyterian Academy is a tobacco-free campus.

Revised 8/29/25