**Hall Aide**

***Classification:***Hourly Position

***Reports to:***Kid Care Director and Assistant Director

***Qualifications:***Christian, High School graduate or comparable certificate, 18 years or older, a love for children and a desire to do what is best for them. Exodus 9:16

***Responsibilities:***Primarily responsible for supporting teachers in their responsibility of teaching and conducting the classroom. Implementing these tasks should be done with a joyful heart and helpful spirit in the ministry of weekday education in order to cultivate relationships.

Duties include but are not limited to:

1. Maintain a Christian environment in which children can grow physically, emotionally, mentally, socially, and spiritually.

2. Aide staff in gathering supplies, laminating, copying, and assisting in the

classroom as needed.

3. Implement schedule to relieve staff as needed.

4. Provide support to individual children as needed.

5. Give each child the attention needed to assure his/her best welfare. This relates to eating, toileting, sleeping, playing, working, healthcare, and safety.

6. Implement lessons, rules, and maintain order within the classroom according

to procedures outlined by the teacher.

7. Complete special tasks to support Kid Care (laundry, restock supplies, safety checks).

8. Inform office staff of needed repairs.

9. Support staff members and Kid Care Ministry.

10. Attend 24 hours of professional conferences and/or workshops.

11. Attend KC staff meetings and special events.

12. Pray for and with KC staff, children, and families as needed.

13. Minister to staff and KC families to help them make connections to CCC and

grow spiritually.

14. Understand and adhere to the minimum standards for childcare facilities in the state of Texas, as well as KC Policies.

15. Perform any other assignment the Director or Assistant Director deem necessary.

\*To ensure the safety and well being of the children, all staff must be physically able

to bend, squat, kneel, run, climb, and lift/carry 40 lbs.