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Open Positions at Woodside Christian Preschool

1. **Preschool Office Administrator** - The office Administrator handles vital tasks related to registration, tuition, and bills.  This individual is an essential part of the school and relates to all families regarding tuition payments (late fees, withdrawals, refunds), registration and health forms, and student records (emergency contact information, health records, allergies).  This individual is responsible for receiving and processing all bills and invoices, making deposits to the bank, and maintaining accurate records for audit purposes.  The office administrator also provides assistance to the yearly programs of the school by providing administrative and physical support for special events, class schedules, orientations, and end-of-the-year programs. Attention to detail is important in keeping of accurate financial records.  Accounting experience is not necessary – just a willingness to learn! This is a 12-month position - with reduced summer hours.  Average weekly hours from late August through May are 20-22 hours per week, Monday through Friday.
2. **Teacher’s Aide** – This position is well suited for a resourceful and energetic helper that relates well with young children. The Aide is responsible to assist the lead teacher and teacher’s assistant by preparing daily materials, supervise and insure the safety and well-being of children, prepare daily snack, assist with cleaning the room/bathroom, and help keep the class orderly and maintained with supplies.