



1667 Edgewood Road
Yardley, PA 19067
215.493.5009
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Open Positions at Woodside Christian Preschool

Preschool Office Assistant - This position services the school in various ways by performing tasks for the school as a whole and for teachers as requested. The hours needed are: Monday, Wednesday, and Friday from 9-2:15, various Thursdays for special events through the academic year and then with minimal/flexible summer hours. Someone who loves detail, organizing, and has a touch of creativity is a great fit for this role. Some of the duties include:

- Answer office phones and respond to questions related to general school inquiries and enrollment
- Update and maintain all data on school books, resources, materials, and office supplies
- Order all supplies for the office, classrooms, holiday gift orders, seasonal needs
- Maintain invoices and stay within budget, striving to get the best prices available
- Assist with special event planning and implementation throughout the year
- Greet new guests and serve as the receptionist to the office as needed
- Perform general errands needed related to supplies needed for the school or special events
- Manage the school library and the collecting/returning of books

Lead Teacher - The Lead Teacher serves the preschool by being responsible for the development and implementation of daily classroom lessons/activities with the help of two teacher's assistants. The yearly curriculum plan is already in place for each age group. The lead teacher maintains student confidential records, evaluates student performance, and conducts parent conferences 2 times a year. The lead teacher communicates weekly with parents regarding upcoming lessons or special activities and reports to the Director for any special needs, discipline issues, etc. A teaching certification is preferred and/or two or more years of previous teaching experience.

Teacher's Assistant – This position is well suited for a resourceful and energetic helper that relates well with young children and parents. The Assistant is responsible to help the lead teacher plan class activities, implement daily opening, calendar/weather, prepare materials, sit the children and guide them as needed. The assistant is also responsible to help with bulletin boards, supplies, and cleaning the room/bathroom as needed.

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