

Preschool Aide

Description:

Preschool aides work with the support and mentorship of an experienced preschool or prekindergarten teacher. Aides will help ensure the safety, security and supervision of children at all times during a shift. An aide will present him- or herself as a responsible professional and as a Christian adult role model for children.

Qualifications:

Able to lift 25-50 pounds multiple times a day
Knowledge of Catholic Church teaching, beliefs, and practices
Must hold and maintain current CPR and First Aid Certifications
Possess basic computer skills
High School graduate or equivalent required

Responsibilities:

Report to classroom teacher
Assist with toileting as needed
Assist in keeping classroom, storage areas, and bathrooms clean, neat and sanitized, but not including more extensive maintenance/ janitorial services
Follow policies and procedures as set forth
Serve as a substitute teacher or co-teacher for absent staff members
Develop a positive relationship with each child and promote the development of spirituality, self-esteem, and self-discipline
Participate in staff meetings and staff development
Assist classroom teacher in any way possible including but not limited to the following:

- ✓ Assist classroom teacher with day to day operations
- ✓ Support the classroom teacher in implementing appropriate curriculum for a group of 8 - 10 students
- ✓ Collaborate daily with classroom teacher
- ✓ Prepare and set up activities
- ✓ Lead large and small group activities

Answer phones in a polite and professional manner, maintain confidentiality at all times and take messages as needed
Be flexible
Perform additional duties as assigned

Compensation is competitive and will be commensurate with candidate's skill, experience and education level. All employees will be required to complete the diocesan safe environment training prior to any contact with children.