



Job Description

Title: Preschool Teacher Aide
Department: Children's Services

Starting Wage: \$14.00/hour

JOB SUMMARY:

Under general supervision by the Children's Services Director, Assistant Director and Teacher performs teaching and related activities by planning and implementing various developmentally appropriate activities for assigned classroom. This position is a part time/non-permanent position, with an hourly work-week averaging 15-29 hours.

ESSENTIAL JOB FUNCTIONS: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Assists and implements developmentally appropriate curriculum as a team with other teachers in CDC.
- Organizes and cleans classrooms. Maintains classroom organization daily and any deep cleaning that is needed immediately.
- Sets up classroom sleep mats with individual children's bedding. Ensure bedding goes home each Friday to be washed by children's parents. Keeps bedding in an organized location, labeled with children's names.
- Changes diapers, soiled clothing and soiled bedding when necessary.
- Maintains classroom roll list, ensuring parents sign in and out with a full signature at drop off and pick up. Keeps clipboard on hand at all times throughout day. Submits the roll sheet at end of day to front office for record keeping.
- Demands identification of any unfamiliar individual. Refers to authorized persons list and ensures individual is on list before allowing child to leave.
- Other Duties as assigned.

REQUIRED KNOWLEDGE AND SKILLS:

- Able to assist in the development and instruction of children in child care setting
- Skill in maintaining visual supervision of children to ensure safety.
- Skill in following and effectively communicating verbal instructions.
- Skill in operating independently and as a team member.

Preschool Teacher Assistant Approved March 2014

This job description is intended to describe the general nature of the work, it is not all inclusive. All responsibilities are considered to be essential functions of the job. The District reserves the right to modify job descriptions as it deems necessary for proper business objectives



EDUCATION, CERTIFICATIONS AND LICENSES:

- At least 6 units in ECE(Early Childhood Education) or CD(Child Development)
- A High School Diploma/GED required.
- CPR & First Aid Certificates
- Proof of Immunizations: MMR, Pertussis and Flu.

ENVIRONMENTAL FACTORS AND CONDITIONS/PHYSICAL REQUIREMENTS: *The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.*

- Work is performed primarily in an indoor environment, however daily outdoor time is also required.
- May be required to lift and carry items more than 50 pounds (including children).
- May be exposed to potential physical harm by a child as well as hazardous and infectious diseases.

ADDITIONAL INFORMATION:

Reports To: Children's Services Director

Direct Reports: Preschool Teachers

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