

Position: Teacher's Aide

Reports to: Director Preschool

Responsibilities:

- Prepare bleach bottles in compliance with DCF guidelines. Refresh throughout the week as needed
- Prepare ice water for snack time
- Put out manipulatives on tables
- Copy papers as needed
- Replace/refill paper towels, tri fold towels, toilet paper
- Assist in preparing the learning environment
- Obtain materials/ supplies needed for craft/circle/snacktime
- Attend to needs of children
- Playground supervision and playground clean up
- Supervise children during special programs such as music or chapel
- Sweep classroom floors
- Vacuum carpets in classrooms
- Empty trash and replace trash bags
- Laminate documents as needed
- Keep classrooms neat, safe and comfortable for students

Working Conditions:

8:30 to 12:30 for 5 day a week Teacher's Aides

8:30 to 12:45 for 2 day or 3 day a week Teacher's Aides

May need to work evenings or weekends for special events

Essential Requirements:

Love children

Positive attitude

Christian values

Maintain confidentiality

Professional

Qualifications:

High School graduate

Childcare experience preferred

Must be 18 years of age or older

ACS/First Aid and CPR certified

Sit or stand frequently

Must be able to lift and carry equipment or books 10lbs

Must be able to crawl, kneel, crouch or crawl occasionally.

Must be able to walk or run to keep up with young children