

PRESCHOOL AIDE/CAREGIVER

QUALIFICATIONS REQUIRED

- High school diploma or current continuous enrollment in high school or completion of a high school equivalency diploma
- At least six (6) months of child care experience or services as a volunteer in a child care facility for six (6) months
- Current training in First Aid and CPR as required by R9-5-403(E)
- Must be 18 years of age or older
- Level 1 Fingerprint Clearance Card

SUMMARY

Assists preschool teacher and the preschool site director in the implementation of quality early childhood programming by working with children individually and in small groups, supervising play and learning activities, and assisting in maintaining a clean and organized learning environment.

Reports to: Preschool Site Director/Teacher or Preschool Teacher

ESSENTIAL FUNCTIONS

- Supports the philosophy and goals of the preschool program
- Provides instruction and guidance to preschool children in the program
- Supervises children during indoor and outdoor learning activities
- Assists in delivering the instructional program to young children
- Maintains an environment where children are safe, nurtured and valued
- Plans, posts and implements activity/lesson plans that are in accordance with State Early Learning Standards
- Participates in daily cleaning and safety checklist
- Assists in serving snacks and lunches to students
- Encourages the development of social and emotional learning by reinforcing positive behavior, implementing effective classroom management strategies and utilizing role modeling techniques
- Reports supply needs to the Preschool Teacher and/or Site Director
- Participates in training
- Maintains on-going communication and positive working relationships with parents and site staff
- Maintains a professional work environment that fosters collaboration and trust
- Shows respect and sensitivity for cultural differences and demonstrates their belief in the value of diversity
- Adhere to all requirements for routine safety drills and trains all staff on appropriate procedures during an emergency
- Controls the access to the facility and the children to ensure student and staff safety
- Reports accidents, injuries, etc. as required by policy and State law
- Adheres to all school district policies and procedures



PRESCHOOL AIDE/CAREGIVER

MENTAL AND PHYSICAL REQUIREMENTS

- Ability to handle confidential information and records
- Ability to express oneself clearly and concisely, both orally and in writing
- Ability to meet deadlines
- Maintain consistent and punctual attendance
- Ability to work alone and as part of a team
- Ability to multi-task in a preschool setting
- Ability to exhibit patience with young children
- Ability to pull, stoop, bend, twist, turn and sit for long periods of time
- Ability to lift 50 lbs.
- Ability to operate computer, digital equipment and phone