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 regular 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 - 12 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.