

Teacher Aide Job Description

Objective

To support the Director and Teachers in carrying out the mission of First School open 8am-5:30pm, which strives to provide a nurturing environment for the social, emotional, cognitive, development of the children between the ages 2.5-6 years while ensuring a safe environment within a non-profit preschool program.



Qualifications

- At least 18 years of age
- Must possess a minimum of 6 postsecondary semester units or equivalent quarter units in Early Childhood Education or Child Development and at least 6 months experience in a licensed childcare center or comparable group child care setting
- Must possess the ability to work effectively with children in a warm, calm, empathetic, demeanor
- Work corroboratively with a diverse staff an inclusive, and multicultural environment
- Work under the direct supervision of Teachers
- Address any special needs or issues of individual students to Teachers
- Knowledge of health, nutrition, and allergies
- References
- Background and fingerprint clearance
- Flexibility with scheduled work hours; availability to stay longer, arrive early, or substitute in case of emergency and other program events including but not limited to:
 - Field Trips
 - Parent Teacher Conferences
 - Scheduled In-Service Days
 - Open House
 - Graduation
 - Be available on call as needed

Responsibilities

Preparation

- Assist with classroom maintenance and set up to promote exploration and development
- Help prepare, implement, clean up activities relative to projects
- Prepare and serve meals
- Ensure students wash hands upon entering the class each day, after restroom use, before mealtimes, etc.



Staff Support

- Assist Teachers with specific classroom requests
- Supervise children at play, remind students to follow indoor and outdoor safety precautions
- Attend Staff meetings

Behavior Expectations

- Work as a team with the Director and Teachers to meet the program's goals.
- Act in a courteous and professional manner with children, parents, visitors, and staff
- Refrain from cell phone use unless to briefly communicate with staff or step out of the classroom to take an emergency phone call
- Be punctual
- Make arrangements for time off, including early arrival or departure, in advance with the Director or the Director's delegate
- Wear appropriate attire
- Support and implement the decisions/directions of the Director or the Director's delegate

Hours and Compensation

- Part-time, Non-Exempt position with benefits including Dental & Vision
- Monday-Friday, 11:30am-5:30pm
- Compensation: \$20.00-\$22.00 per/hour