

Preschool Teacher Aide

Position Description

Position Overview

A Preschool Teacher Aide works closely with the Early Childhood Director as a teacher or assistant in the Preschool and its related activities.

Accountability

The Preschool Teacher Aide is under the authority of the Board of Education and reports directly to Early Childhood Director.

Knowledge, Skills, Attitudes

The Preschool Teacher Aide shall possess the following knowledge, skills, or attitudes:

- A servant's heart
- Superior oral and written communication skills
- Demonstrated aptitude for teaching children in the early ages
- Positive, empathetic, and loving attitude toward students, parents and teachers
- Exemplary collaboration and team-work skills
- Basic First-Aid training
- Willing and able to complete continuing education hours for licensing

Position Responsibilities and Duties

The preschool aide is responsible for assisting the preschool teacher in classroom management, teaching, and related duties, as assigned by the teacher. Duties may include, but are not limited to:

- Assist in maintaining order (procedures, behavior)
- Daily accompany Kindergarten to Morning Prayer
- Conduct preschool gym classes
- Accompany classes to library
- Assist classroom instruction (art projects, learning reinforcement activities, read-alouds)
- Assisting with classroom management and procedures (snack time, transition times, etc.)