

Position for Preschool Aide

JOB DESCRIPTION

Aides are asked to provide child care support and assistance to the teachers in caring for the children at preschool and share responsibility for operating and maintaining the classroom space.

ACCOUNTABILITY

A preschool aide is directly accountable to the Preschool Director and indirectly accountable to the Principal and Board of Education. This aide must help carry out the school's mission to make known the **LOVE** of Christ by **WORD** and **DEED** within our **CHURCH, COMMUNITY**, and **WORLD**.

QUALIFICATIONS

- An aide must be 16 years of age or older.
- An aide who is under 18 years of age must be directly supervised by a teacher or assistant teacher at all times except when the aide is assisting with the supervision of sleeping children or assisting children with toileting and washing
- Successfully completed CPR and first aid training, and all other courses required by the DHS.
- Pass the Net Study Background Study processed by DHS.
- Must be able to work between 10-30 hours per week between 7:00am - 5:00pm.

RESPONSIBILITIES

In regard to the children:

- Develop relationships with each child by being actively involved with and encouraging the children throughout their daily activities.
- Allow child age appropriate independence.
- Supervise the playground, hallways, and other areas/activities as assigned.
- Assist with snack and clean up routines.
- Assist the children in self care, such as toileting, washing, putting on clothing, putting items away, etc.
- Participate in all large and small group activities unless stated by the teacher. Learn and participate in all songs, finger plays, prayers, games, etc.
- Correct the children in a loving manner. The teacher will take care of all major disciplinary actions.
- Help children individually with cognitive skill development activities.
- Use appropriate and suitable language in all dealings with and around the children.

In regard to the parents:

- The teacher is the one to communicate any problems, advice, or questions to the parent in regard to their child's behavior and the classroom experience. Please feel free to tell the parents that their child had a great day or that their child enjoyed a particular activity, but refer all other questions and concerns to the teacher. If the aide is working in the extended care program and no other teacher is available to communicate with the parents, then the aide must appropriately communicate to the parents at the time of drop off or pick up anything the parent needs to know about their child.
- Maintain a professional attitude when talking with parents.
- Keep information about children and parents confidential.
- Relay communication between parents and teacher.
- Attend and participate in events when required.

In regard to other staff:

- Work together as a team with all other personnel of the school.
- Help the teacher get things ready for class.
- Let the teacher know if you are leaving the room for any reason.
- Help the teacher with preparations such as running off papers, tracing, and cutting.

In regard to licensing standards:

- Have knowledge of and follow all Minnesota State DHS Rule 3 licensing regulations and guidelines.
- Follow all preschool policies as set forth in the Health and Safety Policies, Accident and Emergency Policies, Behavior Guidance Policies, Staff Handbook, and Parent Handbook.

In regard to the environment:

- Maintain a healthy and safe physical environment by keeping the room clean and organized.
- Prepare soapy water bottles as needed and bleach bottles daily.
- Clean and sanitize tables before meals and whenever it is needed.
- Help with cleaning and sanitizing of toys and equipment as needed.
- Perform daily inspection checks and report all unsafe and / or broken toys and equipment to the Director.
- Assist with maintenance of classroom bulletin boards and displays as requested by the Teacher.
- Fill children's cubbies as the teacher requests.
- Perform other duties as assigned by the teacher or Director.

Professionalism:

- Attend staff meetings, orientation, and occasional parent meetings when required.
- Complete the appropriate number of hours of in-service training required annually by DHS.
- Maintain a current first aid and CPR certification.
- Abstain from making personal calls, texting, or other interests during work hours with children present.
- Maintain a good appearance with dress in accordance to our dress code.

Miscellaneous:

- Be a positive role model for children, parents, and other staff by following all policies and procedures as outlined in the health and safety policies, accident and emergency policies, behavior guidance policies, staff handbook, and parent handbook.
- Maintain flexibility in responding to unusual situations.
- Promote the school to the congregation and the community.
- Be in attendance at King of Kings Lutheran Church when the class is singing in worship.

Personal:

- Exemplify the Christian faith and life, serving as a role model to parents, faculty, staff, members of the congregation, and to the community at large.
- Follow the spirit of Matthew 18 to resolve differences.
- Participate in school activities and take an active role whenever possible.
- Live a Christ-centered life at home and in the community.
- Must practice good digital citizenship through all online, social media, and digital activities (personal and professional, intentional and unintentional).

Please send a cover letter, resume and references to [Director Amanda Adkins](#).