

Position: ChildCare/Preschool Teacher Aide

Purpose: To assist the Director, teacher and assistant teacher in providing a warm and nurturing environment in which the child can grow physically, emotionally, socially and intellectually.

Classification:

Exempt/NonExempt: NonExempt

Full/Part/Temporary: Part Note: depends on scheduling

Regular/Contract: Regular

Called: No

Relationships:

Staff Supervisor: Class Teacher and Preschool Director.

Board Supervisor: Board of Education

Supervises: Students

Limits of Authority:

May take limited action but must inform the teacher and/or the Director of any incidents or accidents.

Must have Teacher's permission to change planned activities.

Must have Director's permission to change hours of work.

Must support teacher's viewpoint during teaching times. May express contrary viewpoints during staff meetings, etc.

An aide who is under 18 years old must be directly supervised by a teacher or assistant teacher at all times except when the aide is assisting with supervision of sleeping children or assisting with washing and helping a child use the toilet. Extended Care Aides under 18 years old are also exempt if they have completed the 8 hours of First aid and 4 hours of CPR training.

Qualifications:

Essential:

High school diploma or GED equivalent

Satisfy the MN Department of Human Services standard.

Ability to relate joyfully and sensitively to children.

Ability to use appropriate and positive discipline.

Desirable:

Previous experience working with children

Primary Responsibilities:

1. To interact, initiate and encourage the children in the activities during the day.
2. To help the children control behavior using a positive appropriate approach: always to use a consistent technique.
3. To provide nurturing, but to help the children become independent.
4. To promote integral learning during meal times; to help the children learn good social skills.
5. To assist the teacher and assistant teacher in planning activities for the group and to offer suggestions and information about the children.
6. To develop a cooperating and supportive attitude within the room.
7. To assist the teacher in record keeping by passing on observations regarding the children's health, behavior and development.
8. To attend monthly staff meetings and weekly meetings held by the Director and attend professional workshops as required by the MN Department of Human Services.
9. To assist in housekeeping tasks to ensure the Center is clean and sanitary.
10. Other duties as assigned by the Director, teacher or assistant teacher.
11. Inspect for hazards daily.
12. To adhere to the OSCCC Staff Policies, Health Policies and Procedures, Rules and Regulations and
13. The Building Emergency Procedures.
14. Other duties assigned by supervisor.