

St. Norbert Catholic School Children's Center

Job Description: Preschool Aide

Reports to: Kristina Apollo, Director
Joseph Ciccoianni, Principal

Overview

- The preschool aide will perform all duties under the supervision of the Director and within the philosophy, goals, and policies of the Center
- Be aware of and accountable for compliance of regulations set forth by Community Care Licensing

Duties

- The preschool aide is responsible for assisting in the planning, implementation, and supervision of a developmentally appropriate curriculum for a group of preschool age children
- Apply discipline in a positive, non-judgemental manner that sets clear and appropriate limits
- Help maintain a rich, safe, healthy and comfortable educational environment
- Assist in creating a classroom environment that is attractive, orderly, motivating, and current with planned curriculum
- Prepares and cleans up morning snack; sets up lunches at lunch time
- Assist preschool teacher in daily tasks (ie. preparing materials for lessons, cleaning, assisting with supervision)
- Assist with preschool assessments if needed

Parent Relations

- Maintain professional attitudes and relationships with families
- Day to Day contact only if discussed and permitted by lead teacher

Health and Safety

- Ensure that all equipment is appropriate for preschool aged children, well maintained, and that the use of the equipment in play is sufficiently supervised
- Conducts daily health checks, documents and informs parents of accidents, takes appropriate steps to isolate children who become ill while at the center
- Ensures that the Center is well maintained. Is alert to and removes health and/or safety hazards, notifies proper authorities when necessary
- The first teacher out on the playground needs to conduct a playground safety check for any potential hazards
- Follows basic health and safety rules. Assists children in understanding and observing rules
- Encourages children to have good health and nutritional habits
- Know procedures for responding to fires, earthquakes, or other disasters. Participates in Center drills. Initiates emergency procedures when necessary
- Administers first aid when necessary. Administers medication and treatment authorized by a licensed physician when necessary

Staff Relations

- Promotes a constructive working relationship with the team through positive conflict resolution, direct and complete communication, and group problem solving

As Needed

- Attend and assist as needed in all other center functions
- Flexibility in work schedule dependant on student:teacher ratios