



Roots Primary School

Preschool Aide I/Sub

JOB DESCRIPTION

Under the guidance of the administrator and working directly with the lead teacher, provide quality education and care for each child in a classroom setting. Create and build relationships with children, families, and fellow team members.

HOURS/PAY

- ☞ Monday – Friday 8:00am-3:00pm
- ☞ National holidays off.
- ☞ Competitive starting hourly wage

DUTIES/ESSENTIAL FUNCTIONS

- ☞ Aid lead teacher in supervision of students
- ☞ Cleaning and sanitation daily with support of lead teacher.
- ☞ Supporting lead teacher with curriculum preparation.
- ☞ Attend monthly staff meetings and quarterly trainings.

MINIMUM QUALIFICATIONS

- ☞ Age: 15 years and above.
- ☞ Other Requirements:
 - ☞ Valid first aid/cpr credentials.
 - ☞ Valid food handlers' card.
 - ☞ Be entered into Central Background Registry with cleared or pending status.

DESIRED KNOWLEDGE OF

- ✍ Preschool developmental stages.
- ✍ Basic instructional methods and techniques.
- ✍ Oral and written communication skills.
- ✍ Classroom procedures and appropriate student conduct.
- ✍ Classroom management techniques.
- ✍ Interpersonal skills using tact, patience, and courtesy.

ABILITY TO

- ✍ Maintain effective and cooperative relationships with teachers, students, administrators, parents, other employees, and the public.
- ✍ Have direct communication with teachers and administrators, as necessary.
- ✍ Be reliable and arrive on time.

PHYSICAL DEMANDS AND WORKING CONDITIONS

- ✍ Indoor classroom environment with some outdoor environment based on need.
- ✍ Dexterity of hands and fingers to operate a variety of materials.
- ✍ Verbal, auditory, and written capabilities to effectively communicate in an articulate manner.
- ✍ Sitting and standing for extended periods of time.
- ✍ Bending to clean surfaces.
- ✍ Pushing, moving, lifting the weight of preschool aged children.
- ✍ Reaching overhead, above the shoulders and horizontally, to retrieve materials and supplies.
- ✍ Vacuuming, sweeping, mopping, and cleaning of tables.