



Roots Primary School

Preschool Aide II

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 children
- ✍ Provide care, guidance, and developmental experiences, meeting the appropriate educational and emotional needs of the children.
- ✍ 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: 18 and above.
- ✍ Education Required: High School Diploma or equivalent.
- ✍ Experience Desired: At least 1 year working with children 3-5.



Ability to show knowledge of positive reinforcement, positive redirection and knowledge of age-appropriate activities and behaviors.

☞ Licenses and Other Requirements:



Valid Oregon Driver's License.



Valid first aid/cpr credentials.



Valid food handlers' card.



Be entered into Central Background Registry with cleared or pending status.

KNOWLEDGE AND ABILITIES

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.