



Position Title:	Teacher Aide
Reports To:	Director of Early Childhood
Supervisory Responsibilities:	N/A
Status:	Hourly Full-time 10 months
Hours:	Classroom aides arrive 30 minutes prior to the start of school and remain on campus for 15 minutes after dismissal. Some additional work days may be scheduled prior to the first day and after the last day of school.
Benefits Eligibility:	Full

**Summary Description:**

The classroom aide supports the classroom teacher in our early childhood and kindergarten classrooms. The aide supports the classroom's functioning by managing aspects of classroom management and preparation. Under the guidance of the classroom teacher, the aide may assist with classroom instructional activities.

**Essential Functions:**

- Assist with classroom management
- Assist with small group or one-on-one instruction
- Maintain student records including attendance
- Fill in for lead teacher when necessary
- Escort students to school activities, bathroom breaks, and help supervise specials
- Monitor students during snack and recess

**Other Functions:**

- Help organize classroom
- Assist with morning duty
- Prepare and decorate bulletin boards
- Maintain supply inventory
- Assist with classroom cleaning during the year and at the end of the year

**Qualifications:**

- Prior experience working with children, ideally in a school or daycare environment
- Highly motivated and self-directed.
- Keen attention to detail.
- Ability to effectively organize, prioritize, and execute tasks in a fast-paced environment.
- Skill in establishing and maintaining effective working relationships with students, faculty, staff and students
- Ability to work effectively with an ethnic, cultural, and diverse student population
- Must have the ability to work in a school environment by successfully passing the state mandated Criminal Offender Record Information (CORI) check
- Positive appearance, attitude and presentation with a strict sense of confidentiality
- Regular and consistent attendance and punctuality is required and a condition of employment

**Physical Qualifications:**

- Standing/sitting for long periods of time
- Bending, lifting (up to 50 lbs.), pushing, kneeling, crouching, crawling, stooping (if applicable)
- Use of hands and fingers for manipulation and using tools
- Specific vision abilities required include close vision, distance vision, color vision and depth perception
- Ability to perform physical labor such as moving fixtures, equipment, lifting, and carrying items of weight (if applicable)
- Carrying materials and equipment

**Limitations and Disclaimer:**

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. This job description reflects administration's assignment of essential functions; and nothing in this herein restricts administration's right to assign or reassign duties and responsibilities to this job at any time.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently.