



Kindergarten Aide

Job Description

Reports To:	Building Principal
FLSA Status:	Exempt
School Classification:	Certified Staff
Starting Pay Range:	\$34,993 - \$53,741
Work Schedule:	9 months
Location:	Onsite
Position Summary:	Teachers Aide is responsible for the Kindergarten team and assists the teacher by providing support and supervision to young children in the Kindergarten classrooms. The Teacher Aide will strive to ensure that all Hiawatha Academies scholars are empowered with the knowledge, character and leadership skills to graduate from college and serve the common good.

ESSENTIAL FUNCTIONS and RESPONSIBILITIES:

General Duties

- Provides support to the teacher to ensure a safe and stimulating educational environment.
- Assists the teacher in planning and preparation for daily activities; aids instructional efforts of the teacher.
- Assists the teacher in preparing lesson outlines, plans, and curricula in assigned areas.
- Plans, prepares, and develops various teaching aids for use in the classroom, including activity sheets, drawings, and similar handouts.
- Presents subject matter to children or adults, under the guidance of a teacher, utilizing a variety of methods including stories, discussions, and role playing.
- Leads classroom activities; may confer with parents on children's progress in the absence of the teacher.
- Assists children or adults, individually or in groups, with lesson assignments to present or reinforce learning concepts.

- May lead, guide, and train staff/student employees, interns, and/or volunteers performing related work; may participate in the recruitment of volunteers, as appropriate to the area of operation.
- Performs miscellaneous job-related duties as assigned.

QUALIFICATIONS GUIDE:

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education & Experience:

- *Minimum of two years college education or pass the ParaPro Exam*
- *Excellent verbal and written English communication skills*
- *Ability to work with diverse student populations*

Other Qualifications:

- Bilingualism in Spanish and English preferred
- State and federal background clearance (Trusted Employees) to work with students (123B.03).
- No prospective employee can report to work without this clearance being received and the Human Resources Manager notifying the immediate supervisor of this clearance.

Knowledge:

- Knowledge of child development and developmentally appropriate learning experiences for children
- Knowledge of applicable school policies and procedures

Acquired Skills:

- Well-developed, clear communication and interpersonal skills that maintain a respectful, professional, and courteous manner
- Conflict resolution skills
- Ability to work with diverse student populations

Abilities:

- Team player
- Love of learning – a lifelong learner
- Flexibility and adaptability

- Able to communicate effectively and regularly with the grade level team and/or principal regarding questions and concerns
- Organized
- Openness to differing views and objectives
- Excellent judgment in decision making
- Maintain confidentiality of sensitive and privileged information
- Determine appropriate action within clearly defined guidelines
- Work independently with little direction

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Hearing and speaking to exchange information
- Dexterity of hands and fingers to demonstrate activities
- Seeing, to read a variety of materials
- Bending at the waist, kneeling or crouching
- Sitting or standing for extended periods
- Lifting objects that weigh up to 25 pounds with or without assistance
- Close vision and ability to adjust focus

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Classroom environment
- Noise level is generally moderate
- Work conducted in a public or office setting
- Indoor in varying temperature
- Employees must have reliable transportation

Anti-Discrimination Policy and Commitment to Diversity:

Hiawatha Academies believes in providing equal employment opportunities for all employees and equal educational opportunities for all students. Hiawatha Academies will not violate any law prohibiting discrimination for or against any student, employee or applicant on the basis of race, color, religion, creed, age, sex, gender, gender expression, national origin, ancestry, marital status, pregnancy, disability (including those related to pregnancy or childbirth), membership or non-membership in a labor organization, sexual orientation, status with regard to

public assistance, genetic information, or any other characteristic protected under local, state or federal statute, ordinance or regulation ("protected status").