



Position: Classroom Aide

Assignment: Pre-K Assistant – part time

Wage/Hour Status: Non-exempt

Reports to: Principal/ Teacher

Pay Grade: IS311/187 days

Dept./School: Assigned Campus

Date Revised: Spring 2024

Primary Purpose:

Assist pre-kindergarten teacher, full-time pre-kindergarten aide, and part-time pre-kindergarten aide in the implementation of the daily afternoon procedures, prepare and conduct after school activities, and actively supervise extended day children, ensuring their safety and security. Work under supervision of a certified teacher and alongside the part time early childhood aide.

Qualifications:

Minimum Education/Certification:

- Current High School students with an early release schedule at least 16 years old and above

Special Knowledge/Skills/Experience:

- Ability to work well and interact with children.
- Ability to follow verbal and written instructions.
- Ability to communicate effectively.
- CPR certified preferred.
- Experience working with preschool and/or elementary aged children preferred
- Experience in a public education environment preferred

Major Responsibilities and Duties:

- Work a part time schedule, 3.5 hours 5 days a week, assisting the part time Early Childhood Aide with extended day students.
- Facilitate instructional activities assigned by the teacher or aide, work with individual students or small groups.
- Interact and engage with children in age-appropriate ways that promote learning and independence.
- Provide supervision of students, inside and outside of the classroom. This includes but is not limited to classroom, cafeteria, dismissal areas, playground, and hallways.
- Assist children with self-care, which may include eating, toileting, and dressing.
- Assist teacher and aide in preparing instructional materials.
- Help maintain a neat and orderly classroom.
- Help with care and maintenance of equipment.
- Maintain student confidentiality.
- Keep teacher and part time early childhood aide informed of special needs or problems of individual students.
- Participate in training programs as needed to improve job performance.
- Participate in faculty meetings and special events as assigned.
- Uphold federal, state, and local policies, procedures, and guidelines.
- Work cooperatively with campus and district personnel.

- Contribute to a positive and professional environment.
- All other duties as assigned by campus administrators.

Mental Demands/Physical Demands/Environmental Factors:

- Personal computer and peripherals; standard instructional equipment
- Prolonged standing, frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting
- Frequent walking
- Regular light lifting and carrying (less than 15 pounds); may lift and move textbooks and classroom equipment
- Work inside, may work outside, regular exposure to noise.
- Maintain emotional control under stress; work prolonged or irregular hours; work with frequent interruptions.

OTHER: All employees are to follow district safety protocols and emergency procedures.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. This position is an in-person job and is to be performed at the location specified. It does not qualify for remote work or work from home status.

Signature

Date

Print Name