



JOB DESCRIPTION

POSITION TITLE: Preschool Aide

UNION AFFILIATION: AFSCME

FLSA STATUS: Non-Exempt

FTE STATUS: 1.0

REPORTING RELATIONSHIP: Director of Early Childhood Services

GENERAL PURPOSE:

Under the direction of the Director of Early Childhood Services, the Preschool Aide supports the lead teacher by ensuring a safe and nurturing classroom environment, assist with lessons, supervises children during activities like playtime and meals, helps with basic hygiene and toileting needs, and maintains daily records. Responsibilities also include promoting children's social and emotional development through positive guidance and facilitating communication between teachers, children, and parents.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Actively monitor children in the classroom and playground areas to ensure their safety and well-being;
- Assist lead teachers in preparing and executing daily lesson plans, introducing educational concepts, and conducting activities;
- Help with basic hygiene needs, including handwashing and assisting with toileting, and changing diapers when necessary;
- Assist with maintaining a clean, organized, and welcoming learning environment, setting up and cleaning the classroom daily;
- Update attendance records, document children's developmental progress and complete incident or injury reports as necessary;
- Assist lead teacher in communicating with parents regarding their child's development and behavior;
- Promote positive social interaction and emotional growth by providing positive guidance and a nurturing atmosphere;
- Work one-on-one and/or with small groups of children to reinforce learning concepts, offering additional support as needed;
- Supervise children during nap times;
- Accompanying children on field trips;
- Must be patient, caring, compassionate, creative, and possess a love for working with young children;
- Observe and report on student progress to the teacher;
- Prepare and serve snacks and/or assist with lunch;
- Play games and reading books to children;
- Keep in confidence student records and information as required under FERPA;
- Conducts behavior to demonstrate collegiality and professionalism;

- Regular and reliable attendance is an essential function of the position per contract language;
- Other duties as assigned by Administration.

SUPERVISORY RESPONSIBILITIES:

- Position supervises students.

EDUCATION and/or EXPERIENCE:

- Possession of a high school diploma or GED; Associate's degree in early childhood education or a Child Development Associate (CDA) credential is preferred;
- Prior experience working with preschool-aged children in a licensed educational setting is beneficial;
- Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable;
- Applicants must satisfactorily pass a criminal background check as defined by the State of Michigan.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of records administration and maintenance techniques and procedures;
- Knowledge of productivity applications such as Microsoft Office (word processing, Google, email, etc. is required);
- Skills to effectively communicate with a variety of stakeholders, both orally and in writing;
- Skills necessary to integrate and utilize district technology on a daily basis to maintain proficiency, as required skill sets change with technology and or the needs of the district;
- Skills in the use of computer technology for research, data management, communications and other instruction in a networked environment utilizing the Internet and other electronic communication mechanisms;
- Ability to explain and demonstrate appropriate teaching techniques;
- Ability to set and meet goals evaluated through ongoing and annual Administrator feedback and achievement of objectives and agreed upon professional/personal goals;
- Ability to work collaboratively with internal and external contacts;
- Ability to define problems, collect data, establish facts and draw valid conclusions.

TERMS:

The employee must be able to perform the essential functions of the position satisfactorily and that, if requested, reasonable accommodations may be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship. The contract, salary and other employment conditions will be mutually agreed upon by the Board of Education and the Romeo Education Association.

REASONABLE ACCOMMODATION:

The ADA defines "reasonable accommodation" as a change or adjustment to a job or work environment that allows a qualified individual with a disability to satisfactorily perform the essential functions of a particular job, and does not cause an undue hardship for the employer. Examples of reasonable accommodations may include: Additional modifying equipment or devices; modified work schedules; providing an interpreter; or making the work environment readily accessible to individuals with disabilities.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; talk or hear; and taste or smell. The employee is often required to sit and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. The ability to travel to other buildings and to training may be required. The position requires the individual to sometimes work irregular or extended work hours and meet multiple demands from several people.

ENVIRONMENTAL ADAPTABILITY:

The noise level in the work environment is quiet to loud depending upon the activity in the particular part of the day. The employee is frequently required to interact with the public and other staff. The employee is exposed to infections at a greater risk than the average person. Occasionally the employee may be required to be outdoors for a short period of time, and therefore subject to varying weather conditions, for purposes of accomplishing the essential functions of this position.

FUNCTIONS OF JOB DESCRIPTION:

This job description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and ability as well as the acceptable experience and training for the position. The job description is not an exhaustive list of all functions that the employee may be required to perform and the employee may be required to perform additional functions. This job description is not intended to limit or modify the right of any supervisor to assign, direct and control the duties of employees under supervision. Romeo Community Schools retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this job description in its sole judgment. This job description is not a contract for employment.

EEO STATEMENT

Romeo Community Schools is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The district will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

The Board of Education is committed to maintaining a learning/working environment in which all individuals are treated with dignity and respect, free from discrimination and harassment. There will be no tolerance for discrimination or harassment of any basis prohibited by law. Improper interference with the ability of Romeo Community Schools employees to perform their job duties may result in discipline up to and including discharge. Concerns or questions should be filed with the Office of Employee Services.

"The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the district."

"I have read this job description (or had it read to me) and I fully understand all my job duties and responsibilities. I am able to perform the duties and responsibilities as outlined above, with or without reasonable accommodation. I understand that my job duties and responsibilities may change on a temporary or regular basis according to the needs of my location or department and if so I will be required to perform such additional duties and responsibilities. If I have any questions about job duties not specified on this job description that I am asked to perform, I should discuss them with my immediate supervisor or a member of the Employee Services Department."

Employee Signature

Date

Employee Services Signature

Date