



Pioneer Elementary School

Job Description: - Preschool Aide

Location: Pioneer Elementary School

Job Summary: Responsible for providing academic support, interventions and assistance to preschool students.

Responsible to: Principal, Preschool Teacher

Hours: 5.9 hours per day, 29.5 hours per week

Pay: \$14.00 per hour

Responsibilities

- Job duties range from supporting students in the classroom to supplementing regular classroom curriculum with additional enrichment activities for students
- Provide instruction assistance to students with direction and guidance of teacher and/or facilitator
- Work with individual students or small groups for the purpose of practicing and/or reinforcing learning concepts
- Provide supervision and support for individual students inside and outside the classroom to enable them to fully participate in activities
- Support escorting throughout the building and to and from the bus as necessary
- Assist in classroom management
- Function as an appropriate role model for children, providing proper examples, emotional support, and a friendly attitude and general guidance
- Respond to emergency situations for the purpose of resolving student safety concerns and reporting those concerns to direct supervisor
- Keep teacher informed of special needs or problems of individual students
- Attend staff meetings, trainings and/or after school functions when directed by director or administrator
- Complete other responsibilities as deemed necessary by the, building administrator or administrator designee
- Perform all other duties as assigned by immediate supervisor

Qualifications

- Must meet all Indiana requirements as a highly qualified Instructional Assistant
- Two years of college or the equivalent, or passing the Para Pro Exam is required in order to provide instruction to a student
- Demonstrate interpersonal skills necessary to deal professionally and effectively with persons at all levels to develop and maintain productive relationships
- Work cooperatively with teachers, students, and staff
- Ability to learn new skills quickly and assimilate into daily work
- Ability to maintain high level of confidentiality both inside and outside the corporation
- Ability to work independently and in a team environment
- Ability to multi-task with attention to detail
- Ability to learn classroom procedures and expectations and apply them on a consistent basis
- Demonstrate organizational and time management skills
- Equipment: This position is required to maintain a working knowledge of all classroom equipment
- A basic knowledge of operations for computers, printers, telephone systems, fax machines and copiers is required
- The employee frequently is required to stand, walk, sit, use hands to finger, handle, or feel objects, tools or controls, reach with hands and arms, and taste or smell
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus
- Complete fingerprint, TB test, and background check requirements per preschool requirements

Contact:

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Principal

Pioneer Elementary School

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