

Job description

WILKINSBURG SCHOOL DISTRICT

718 Wallace Avenue, Wilkinsburg, PA 15221

PRE-K LUNCH AIDE

SUMMARY DESCRIPTION

The purpose of the Lunch Aide position is to assist the classroom Lead Teacher and Teaching Assistant in providing the correct ratio in the classroom and to support classroom routines.

Essential Duties and Responsibilities:

- Assist in classroom routines which include taking the children to the restroom
- Assisting in transition times from classroom to classroom
- Help with snack preparation, which includes sanitizing the tables
- Ensure that snacks have been retrieved and are in their proper place
- Assist with naptime routines by putting out and collecting the cots
- Assist children in putting away their bedding.
- When children are napping, disinfect toys, tables and surfaces in the classroom
- Attend all Pre-K field trips (this day will be a full day will be from 8:30 a.m.-3:30 p.m.)

The Lunch Aides will also respond and perform any tasks assigned by the Lead Teacher, Teaching Assistant or Principal.

The Lunch Aide will work 3 ½ hours per day. Compensation will be \$13.50 per hour.

QUALIFICATIONS

- Must have valid Act 34, Act 151, and Act 114 Clearances

REPORTS TO: The Lead Teacher and Teaching Assistant

Please mail cover letter, resume and clearances to Mrs. Cynthia Bogatay, Wilkinsburg School District, 718 Wallace Avenue, Wilkinsburg, PA 15221

Job Description – Pre-K Lunch Aide

Job Type: Part-time

Pay: \$13.50 per hour

Schedule:

- Monday to Friday

Ability to commute/relocate:

- Wilkinsburg, PA 15221: Reliably commute or planning to relocate before starting work (Required)

Work Location: In person