



Job Description

Job Title:	Preschool Enrichment Teacher aide
Reports to:	Executive Director
Works Closely with:	Head Teacher, students and parents
Status:	9 month position – part-time (approximately 20 hrs/wk) Program closely follows the Sisters School District calendar
Pay Range:	\$12.00 - \$14.00 per hour
Starting Pay:	\$12.00 per hour

Job Purpose: Provide assistance to the head teacher in preschool classroom. Assist in teaching elemental concepts of natural and social science, music, art, literature, and movement to preschool children.

Duties and Responsibilities:

- Assist head pre-school teachers in classroom by supervising the children, gathering supplies and/or assisting in teaching.
- Support classroom behavior and learning goals
- Help to maintain classroom including set-up and clean-up for daily programs
- Help to maintain inventory of supplies, and order supplies as needed for program and as directed by head teacher
- Other duties as assigned

Supervisory Responsibilities:

No supervisory responsibilities

Knowledge, Skills and Abilities:

High level of communication skills with children, and ability to show sensitivity to their needs. Ability to follow and support lead instructor. Ability to follow instructions and carry out daily classroom responsibilities without direction.

Qualifications: 1 year experience working with early childhood preschool, day care or similar program. Satisfactory combination of experience and training, which demonstrates the knowledge, skills and ability to perform the above described duties. Must have current First Aid and CPR certification (or ability to acquire following hire) and clean criminal background and driving record. This position is subject to random drug testing.

Working Conditions: Work is performed in a classroom environment, in a community center, as well as several indoor and outdoor, off-site facilities. Pressures and stress of the position range from dealing with crisis situations and safety concerns to dealing with a wide variety of participant and parent concerns.

Candidates should submit a resume, cover letter and references to Liam Hughes by email Liam@sistersrecreation.com , or by in-person to the District at 1750 W. McKinney Butte Road, Sisters, Oregon. The deadline for submission of document is Friday, September 12th by 5:00 p.m. Interviews will take place between September 16th and 18th.

Sisters Park & Recreation District is an equal opportunity employer.

8/29/2014