



Preschool Teacher's Aide

Reports to: Executive Director
Pay Rate/Status: \$12/hr. (Temporary hourly, FLSA non-exempt) – 30-40 hrs./wk.
Open position: March 8 - June 18, 2021
M-F: 7:30a-4p (shift may vary due to program need)
Opening date: 02/24/2021
Closing date: Open till filled

General statement of duties: Monitors, supervises, and interacts with preschool age children in a variety of activities in a preschool classroom; administers breaks to program staff, cleans and sanitizes program toys and materials; does related work as required.

Distinguishing features of the class: An employee in this classification is responsible for supervising and assisting children in developmentally appropriate activities such as games, songs, field trips, learning activities, arts and crafts projects, gym time, nap time, snack and/or lunch. Work is performed under the supervision of the Executive Director, with daily, on-site direction from a Care Programs Site Coordinator. Supervision of staff is not a responsibility of positions in this classification.

EXAMPLE OF ESSENTIAL DUTIES PERFORMED:

(Illustrative only. Any single position of a class will not necessarily involve all of the duties listed, and many positions will involve duties that are not listed.)

- Leads and supervises children in age appropriate enrichment activities such as centers and circle time, art projects, outdoor and gym time, field trips, songs and games, nap time, snack and/or lunch.
- Monitors participant safety with various measures including frequent head counts and assisting children in following classroom rules.
- Provides discipline to children using Positive Behavior Interventions and Supports (PBIS) strategies.
- Administers First Aid, CPR, and AED.
- Prepares room; sets up supplies and/or equipment for activities; performs necessary clean up.
- Sanitizes program toys and materials.
- Develops and follows staff break schedule.
- Performs other job-related duties or tasks as required.

DESIRABLE QUALIFICATION:

Knowledge: Some knowledge of developmentally appropriate activities for preschool aged children. Knowledge of or willingness to learn Positive Behavior Interventions and Supports strategies.

Skills: Basic administration of First Aid and CPR.

Abilities: Work successfully with children, parents, and staff; deal effectively with behavioral situations with children; provide clear instructions and directions; understand and follow oral and written instructions.

08/06/2020



Physical demands of the position: While performing the duties of this position, the employee is frequently required to stand, bend, kneel, crouch, and stoop. The position requires mobility including the ability to move materials weighing up to 25 pounds on a regular basis such as recreation equipment, inventory, and written materials. Use of arms, wrists, and hands, including manual dexterity and coordination, are required over 80% of the work period. The duties of this position are most always performed inside, thus exposure to seasonal temperature extremes is unlikely. Exposure to loud noise is low to moderate, but never necessitates the use of ear protection. Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to the disability and the ability of the hiring department to accommodate the limitation.

Personal protective equipment: Access to nitrile gloves for the administration of first aid, biohazard bags for disposal, protective eye equipment.

Experience and training: High school graduation or equivalency, or working towards high school graduation or equivalency, and one year of experience working with children in a comparable preschool or early development center; or any satisfactory combination of experience and training which demonstrates the knowledge, skills, and ability to perform the above-described duties.

Necessary special requirements: Possession of or ability to obtain current first aid and CPR certificates; possession of or ability to obtain a current Oregon Food Handler Permit.

ADDITIONAL INFORMATION:

Equal Opportunity Employer