

## Job Description

**TITLE:**

Teacher Aide

**SUPERVISOR:**

Rachel Bausch, Principal

**OVERVIEW:**

Teacher aides are responsible for assisting the lead classroom teacher in promoting the educational and social-emotional development of children enrolled in the Early Childhood program at St. John School.

**RESPONSIBILITIES:**

- Supervises the classroom when the teacher is out of the room.
- Oversees unstructured free play. Works with teacher to ensure organization of free play corresponds to scheduled structured activities.
- Collaborates with lead teacher to Implement activities based on curriculum and knowledge of early child development.
- Assists with meals, bathroom breaks, hand washing, drop-off, and pick-up routines.
- Promotes a safe and friendly environment through their interactions with students and parents. Treats all students with dignity and respect.
- Shares information appropriately with other staff members; keeps classroom staff informed but doesn't violate confidentiality with those who have no need to know.

**QUALIFICATIONS AND EXPERIENCE:**

- Must love working with and interacting with young children.
- Prior experience working with children in a classroom setting, preferred.
- Must possess strong communication skills with children and adults.
- Ability to perform activities required in the daily care and hands-on learning of children.

**WORK SCHEDULE:**

Part-time position with hours Monday through Friday during the school day, either full or half days during the school calendar year.