

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 working under 20 hours a week, full day or half days during the school calendar year.