

Job Description

TITLE: Teacher Aide	SUPERVISOR: Rachel Bausch, Principal of Early Learning
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OVERVIEW:

The Teacher Aide supports the lead classroom teacher in creating a nurturing, engaging, and developmentally appropriate learning environment for children enrolled in the Early Childhood program at St. John School. This role plays a vital part in fostering each child's educational growth, spiritual growth and social-emotional well-being.

RESPONSIBILITIES:

- Supervises the classroom and maintains a safe, orderly environment when the lead teacher is temporarily away.
- Supports and oversees unstructured free play, coordinating with the lead teacher to ensure seamless transitions to scheduled structured activities.
- Collaborates with the lead teacher to implement developmentally appropriate activities grounded in early childhood curriculum and best practices.
- Assists children with daily routines including meals, bathroom breaks, hand washing, arrival, and dismissal.
- Builds positive, respectful relationships with students and families, consistently treating all children with dignity and care.
- Communicates effectively with classroom staff, sharing relevant information while maintaining the confidentiality of student and family records.
- Performs other duties as assigned by the Principal or lead teacher.

QUALIFICATIONS AND EXPERIENCE:

- Genuine passion for working with and nurturing young children.
- Prior experience in a classroom, childcare, or educational setting preferred.
- Strong verbal and written communication skills with both children and adults.
- Ability to remain calm, patient, and professional in a dynamic early childhood environment.
- High school diploma or equivalent required; coursework in early childhood education or child development a plus.

WORK SCHEDULE:

This is a part-time position, working full days or half days aligned with the St. John School calendar year.

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PHYSICAL REQUIREMENTS & WORKING CONDITIONS:

The physical demands described below are representative of those that must be met to successfully perform the essential functions of this position. St. John Lutheran School is committed to providing reasonable accommodations to qualified individuals with disabilities in accordance with the Americans with Disabilities Act (ADA) and applicable state law.

- Regularly required to stand, walk, bend, kneel, crouch, and sit on the floor when interacting with young children.
- Must be able to lift and carry children or objects up to 30 pounds occasionally.
- Requires frequent use of hands for activities such as writing, cutting, and hands-on learning tasks.
- Must be able to speak clearly and hear in an active classroom environment.
- Vision requirements include close, distance, and peripheral vision sufficient to supervise children and classroom activities.
- Work is performed primarily indoors in a classroom setting, with occasional outdoor supervision duties.