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34009 ALVARADO-NILES ROAD  
UNION CITY, CA 94587  
(510) 471-3232

## **PRESCHOOL AIDE**

### **DEFINITION**

Under the direct supervision of the Site Supervisors and Teacher, this position assists the preschool teachers with their day to day activities in the classroom, curriculum and snack preparation, and additional duties as assigned. Teacher Aides work closely with students and the classroom teacher, so good communication skills are needed. They must ensure the development and safety of these children in accordance with relevant licensing policies.

### **EXAMPLES OF DUTIES**

- Assist teachers in the implementation of the daily program and as otherwise directed.
- Assist in planning and preparing the learning environment, setting up interest centers and preparing needed materials and supplies.
- Perform general housekeeping duties in the classroom, restrooms and kitchen.
- Supervise all children inside the classroom and outside during playground activities at all times.
- Provide basic First Aid and maintain a safe environment.
- Prepare and serve snacks. Follow daily classroom menu.
- Lead weekly cooking projects with children for snacks. Include manners, cleanliness and hygiene.
- Help put children down for naps. Attend to basic dressing/bathroom or diapering assistance.
- Observe and document the children's progress in your classroom.
- Keep parents informed of program activities.
- Read classroom communication log on a daily basis and initial when read.
- Assist with the operation of audio/visual aids, (projectors, etc.).
- Attend all staff meetings and recommended training programs and conferences. Participate in professional growth workshops that lead to the improvement of early childhood education.
- Participate in community and school events and activities (i.e. Open House, graduations, department and city events).

## **QUALIFICATIONS**

### **Ability To:**

- Plan and share various experiences and activities for children including songs, games and storytelling. Promote literacy and early education.
- Treat all children with dignity and respect. Nurture and comfort young children.
- Provide positive reinforcement, build a child's self-esteem and implement positive discipline when required.
- Establish routines and provide positive guidance.
- Clearly and effectively communicate in an appropriate manner that children understand.
- Observe children and make note of developmental progress.
- Follow daily schedule directions; listen and communicate clearly with coworkers, supervisors and parents.
- Perform basic documentation and record keeping.
- Maintain professional attitudes with coworkers and in reference to the school.
- Maintain confidentiality about children, their families, and other employees inside and outside of school.

### **EXPERIENCE/ LICENSE**

Must possess at least 6 Early Childhood Development units will be considered for this position. Prior experience working in early childhood education or recreation preferred. Positions will require fingerprinting, a current TB test, and be in possession of CPR, AED & First Aid certifications by first day of employment. Applicants must possess a valid California Driver's License.

All positions require certain physical abilities which may include occasional to frequent standing, sitting, walking, reaching, twisting, turning, kneeling, bending, squatting, stooping, running and climbing in the performance of daily activities, as well as the ability to withstand working in an outdoor environment with exposure to sun, dust, wind, pollen and vegetation. Positions may also require physical coordination, repetitive movements, and the ability to lift and carry up to 50 pounds.