



Job Title: Preschool Aide

Salary: \$14.52/hourly

Location: Sam Michaels Park

Reports To: Recreation Coordinator or Preschool Teacher

Employment Status: Seasonal, up to 30 hours/week

FLSA Classification : Non-Exempt

Job Summary:

The *seasonal Preschool Aide* will assist our preschool teacher and instill a love of learning in their students and focuses on helping each individual student learn at his or her own pace. The Aide position may serve as the substitute teacher in the lead teacher's absence, or work with a substitute, ensuring that the daily routine remains intact.

Supervisory Responsibilities:

- This position will not supervise any staff.

Duties / Responsibilities:

- Assist the Preschool Teacher with teaching a class of 8-15 students.
- Assist with the planning and development of daily activities and lessons.
- Teach letters, numbers, and colors.
- Help students explore the world around them.
- Maintain a safe and healthy environment.
- Assist with the planning of art, music, and movement activities.
- Help students learn classroom procedures and daily routines.
- Help students learn personal responsibility and respect for fellow students.
- Use appropriate behavior management and classroom discipline.
- Attend trainings as necessary.
- Monitor classroom behavior, recognize and adapt to problems.
- Basic cleaning duties, such as disinfecting toys and equipment or cleaning up areas after mealtimes or snacks.
- Other duties as assigned.

Required Knowledge / Skills / Abilities:

- Skill in customer service-related communication skills.
- Skill in communicating with supervisors.
- Ability to earn and maintain First Aid & CPR certification.
- Ability to deal professionally with park and facility guests.
- Ability to work independently and with a team.
- Ability to be punctual and capable of working independently.
- Ability to handle money, assist large crowds, and maintain organization in a fast-paced setting.

Education, Experience and Qualifications:

- A high school degree or GED, with at least 6 months experience in a preschool setting is required.
- Preference may be given to applicants with a certificate or degree in early childhood education.
- Must be able to pass a background check.
- Applicant must have CPR & First Aid certification.

Physical Requirements:

- There will be periods of time standing, walking, lifting, and outside time to support event responsibilities.
- Some lifting, carrying, pushing, and / or pulling may be required. Must be able to lift up to 25lbs.
- Parks & Recreation is a smoke-free facility; therefor smoking and vaping on all company premises is prohibited.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.