

St. Michael the Archangel Preschool

Preschool Aide-Job Description

Part-time hourly

General Description

Teacher Aides are responsible for assisting the Lead teacher in carrying out the daily activities, carrying out the rules and regulations of our licensure and maintaining the principles of sound Catholic education.

Responsibilities

Get all classroom materials prepared prior to class time

Coordinate daily activities with the teacher

Prepare daily snack

Assist where needed/may be in another classroom

Attend monthly planning/staff meetings

Complete 16 hours of in-service training during the school year

Attend a VIRTUS training prior to working in the classroom and maintain monthly updates

Attend orientation & assist in set up of classroom in August

Assist in classroom clean up in May

Attend Preschool picnic, portion of Open House and Christmas Program

Provide feedback to families

Assist in classroom behavior management

Compensation includes:

- Time spent setting up and cleaning up for each day
- Monthly staff meetings
- 16-hours of in-service training
- Snow days on days previously scheduled
- Orientation/room set up at the beginning and end of the school year