

Job Title: Teacher Aide

Status: Part Time, Late August through May
Monday-Friday 8:00AM -12:00PM
Pay: \$12.00 hourly rate

Job Summary:

To be responsible for the direction and supervision of a preschool classroom. Ensure the safety, involvement and creativity of all students. Work alongside the Preschool Director to facilitate daily plans according to the themes and Christian theology of Wee Wisdom Preschool.

Job Duties and Expectations:

Duties: The following actions will be necessary on a daily basis.

- Help maintain a clean and organized classroom
- Assist in setting up the classroom, including preparing daily materials
- Prepare for snack and share snack time with the kids
- Conduct small-group activities for an assigned group of children
- Supplement outside instructors for special activities (Yoga, Music, Library...)
- Direct recess duty
- Supervise dismissal process
- Share responsibility for large-group activities
- Assume primary supervision for classroom as applicable

Expectations: The following expectations will be relevant throughout the school year.

- Approach parents routinely and speak with them about their child or children
- Attend and engage in occasional Wee Wisdom events that may fall on nights and/or weekends
- Maintain a professional self-image and project the values of Wee Wisdom Preschool while at work or work related events
- Contribute to monthly newsletter
- Build and manage social platforms (Instagram, Facebook, SeeSaw...)
- Utilize appropriate adult/child interactions strategies with all children
- Understanding of classroom curriculum and educational theories

Job Qualifications:

- High School Diploma/GED
- Computer Literacy and social media proficiency
- Excellent verbal and written communication skills
- Respect for children's ideas, feelings, abilities and differences
- Ability to react quickly and to handle emergencies effectively
- Must be able to assume postures in low levels to allow physical and visual contact with children, see and hear well enough to keep children safe, and engage in physical activity with children
- Willingness to accept changes in the schedule and environment
- Two or more years of experience in a classroom environment (**Recent graduates and first year teachers are still welcome to apply, please be ready to share your student teaching or other related experiences.)

*References will be contacted upon application.