



JOB DESCRIPTION FOR TEACHER'S AIDE

1. PURPOSE OF THE POSITION

Aides are an important part of our school. An aide will assist the teachers, helping to improve student confidence and achievement. They will work under the supervision of a teacher. The aide will be respectful of children and parents and help keep equipment and facilities clean, safe and well maintained. The aide will model the school Mission Statement and follow protocol stated in the Little Angel Preschool Policies and Procedures for Staff Handbook.

2. REQUIREMENTS

- a. Must be 18 years old to be unsupervised.
 - i. An aide who is under 18 years old must be directly supervised by a teacher or assistant teacher at all times except when the aide is assisting with the supervision of sleeping children or assisting children with washing and toileting. An aide must be at least 16 years old.
 - ii. Must pass DHS background check.
 - iii. Be a person of Christian faith.

3. TRAINING

- a. Staff Orientation (including drug and alcohol training, Abusive Head Training, Emergency Preparedness Plan and Risk Reduction Plan) upon hire and annually thereafter.
- b. 2 hours of Child Growth and Training within 90 days of hire.

4. RESPONSIBILITIES

- a. Job assignments will be determined and assigned by the director.
- b. Phone calls and texts which can't be kept to office hours.
- c. Reinforce concepts and guiding students with tasks and behaviors.**
 - i. Participate in morning prayers.

- ii. Guide children in tasks (how to hold their pencil, stay on task, how to make friends).
- iii. Assist in bathroom break. To protect yourself, do not be in the bathroom with the child. If a child needs help changing clothes, the door should remain open and child can stand behind the door.
- iv. Help build children's self-esteem. Praise all successes, even small ones.
- v. Comfort children.
- vi. Help the child understand what Jesus would want us to do.

d. Curriculum preparation

- i. Copying, stapling, sorting cutting, etc.
- ii. Set up project supplies.
- iii. Set up/take down gym equipment, in coordination with teacher. Make sure gym is clean, safe and follow DHS Rule 3.
- iv. Check playground is clean, safe and follows DHS rules.

e. Snack

- i. Clean and sanitize tables as per school policy.
- ii. Prep food and set up place settings. Wash hands before handling food.
- iii. Guide students in washing hands.
- iv. Clean up, wash dishes if needed and wash tables.

f. Water break

- i. Fill water containers before class starts.
- ii. Keep plastic cups stocked.
- iii. Pour cups of water for students shortly before break.

g. Classroom maintenance

- i. Set out/bring in flags.
- ii. Pick up projects and classroom materials, wash paint supplies (use the janitorial sink).
- iii. Vacuum classrooms and hallway as needed.
- iv. Sweep linoleum as needed.

- v. Disinfect door handles, light switches, tables, chairs and toys as needed, daily during times of illness.
- vi. Bag up garbage and take to dumpster.
- h. Please remember:
 - i. Each student's information is confidential. Do not discuss a student with friends and family.
 - ii. Do not discuss students with their parents or family. This is the teacher's responsibility.
 - iii. Information from the student that may affect their health and safety must be reported to the teacher.
 - iv. Know where the Policies and Procedures for Staff manual and all first aid kits are located.
 - v. Your attendance is counted on. If it is not possible for you to make it one day, call your teacher as soon as possible.

5. STAFF EVALUATIONS

- a. Evaluations of staff performances will be completed annually by the Director.

ADOPTED: 8/6/2019