

Position title: Afternoon Teaching Aide

Reports to: Director and Owner of Congdon Creek Preschool

Primary Purpose: The afternoon aide provides each teacher with planning time on their assigned day. The aide will lead that group through their afternoon activity, snack, and/or outside time. The aide is responsible for implementing an appropriate instructional program in a safe learning environment that guides and encourages students. After the hour planning time is over the aide will be responsible for cleaning up and organizing the school. They will follow the cleaning checklist. Making sure everything from the art room is put away, all the toys are put back in their respective places and things are organized for the next day.

Principal Activities:

Cleaning

- Sweep all hard floors (Art room, Hallway, Snack Area and Entry Way)
- Collect garbage from all garbage cans (Art room, Bathrooms, Classroom, Gym) and pour them into the large can in the lunch area. After all garbage is collected, take that bag, tie it up and put it in the dumpster.
- Empty out recycling bins in the art room and side room near the kitchen.
- Wipe down the art table and put chairs up.
- Wipe down all surfaces and large toys. Sanitize and wash toys in the dishwasher throughout the week.
- Vacuum carpeted areas and rugs. Make sure to move large items and vacuum under them.
- Take dishes and rag buckets to the kitchen and clean dishes and leave them in the drying rack next to the sink.
- In the storage room, get a mop bucket. Fill the bucket for mopping and mop all the hard floors. When done, dump out old water, rinse mop and let dry. Squeeze mop head and hang upside-down to dry.
- Organize children's hooks, shelves, mailboxes. Make sure things are hung up and not on the floor.
- Turn off lights in all rooms and lock all doors (classroom and exterior doors) before leaving for the night.

Student Care

- Supervise and ensure the safety and well-being of the children at all times, being alert for the needs and/or problems of the children as individuals and as a group.
- Establishes and maintains standards of student behavior needed to achieve a functional learning atmosphere in the classroom by modeling self regulation and helping students regulate their emotions while they learn how to do this on their own.
- Identifies students needs and cooperates with other professional staff members in assessing and helping students solve health, attitude and learning problems.
- Maintains professional competence through in-service education activities and professional growth workshops. Attend, be involved, and have suggestions at regular staff planning meetings.
- Keeps classrooms, storage room, lavatories and snack areas clean and orderly. Be assertive in changing up classroom activities and keeping children engaged.
- After all teachers have left, you are responsible for the last few children until they are picked up.
- Keep them close by and entertain them while still getting your work done.
- Record if there is a late pick up-which student and what time the parent arrived
- Transfer any money from the tuition box and at the end of the day to the money box drawer.

Preferred Qualifications:

- Experience is preferred but not necessary for hiring
- Certified CPR and First Aid
- Available for orientation
- Able to comply with a background check

Key Competencies:

- Self motivation
- High energy level
- Verbal and written communication skills
- Attention to detail
- Problem solving
- Decision making
- Stress tolerance
- Flexibility

Salary:

Starting at \$13.00 - \$15.00 (depending on experience)

-Coming in with no experience

-Coming in with some Experience: worked with children at a center or home care. Have taken courses in Child Development.

-Advancements are earned when Key Competencies are being shown, initiative in helping out the center is shown and meeting with the Director of Finances.

Paid days off for staff working 4-8 hours per shift meet with the director of finances if that applies to you.

\$13.00 per hour	\$14.00 per hour	\$15.00 per hour
<ul style="list-style-type: none">• Becoming familiar with the center• Prepares snack, preps mop and dishwasher, and restock snack carts and cleaning supplies.• Consistently fills out and completes closing task sheets without prompting.<ul style="list-style-type: none">• Refills glue, paint, markers, paper, and other supplies.• Puts away dishes from the snack/lunch cart and dishes in the art area sink.	<ul style="list-style-type: none">• Checks in with the lead teacher to figure out the afternoon schedule and begins to know where they need to be and at what times.• Able to lead children through project times and gym times to support teacher planning.• After closing/cleaning tasks are complete, they are able to identify which areas/toys need to be sanitized and initiates the process on their own.• Deep cleans sign in area, hallway, and play areas without prompting.	<ul style="list-style-type: none">• Knows the planning schedule for staff and helps support without prompting.• Knows where materials are located and helps with the monthly theme changes and gym toy rotation.• Organizes art areas, library, puzzle storage and back closet and follows the systems in place when putting away and taking out materials.• Helps prepare morning project materials and supports teachers in project preparation.