

Position title: Morning Teaching Aide

Reports to: Director and Owner of Congdon Creek Preschool

Primary Purpose: The morning aide will be responsible for opening the school and setting up the gym, art room, big room, and white room. They will follow the opening checklist to make sure everything in the gym is ready for kids, the lights are on, the doors are unlocked, and morning snacks are starting to be prepared. Each group will have its own bucket of warm soapy water which will need to be filled for morning snack. The morning aide provides teachers with planning time on their assigned day. The aide will lead that group through their morning activity, and/or group time. The aide is responsible for implementing an appropriate instructional program in a safe learning environment that guides and encourages students. After the half hour planning time is over the aide will be responsible for cleaning up the activity. If there is extra time please make sure each teacher has a morning bathroom break before leaving.

Principal Activities:

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.

Opening

- Unlock doors in the art room, gym, big room, white room and hallway.
- Turn on lights in the art room, hallway, and gym.
- Open gym windows if the weather allows.
- Put down chairs in the art room, white room, and in the gym pods.
- Set up each pod's area with their large muscle activity, fine motor toys, books, and coloring. These will be placed in the corners already and clearly color coded or labeled for each group.
- Wipe down surfaces and spot sweep if you notice any messy areas.
- Fill up each pod's cleaning bucket with warm soapy water and a new rag.
- You or the other opener will prepare a morning snack: one fruit or veggie and a whole grain.
- Supervise children in the bathroom and have them wash their hands and try going potty upon arrival.
- Engage with children in the gym, watching each group, and providing help and redirection as needed.

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 opening task sheets without prompting. 	<ul style="list-style-type: none"> ● Check in with the lead teacher to figure out where they are needed in the morning. ● Able to lead children through morning projects and gym games. ● After opening tasks are complete, they are able to identify where toys/morning activities are and can set them up without prompting ● Deep cleans the gym, snack area, refrigerator and kitchen without prompting. 	<ul style="list-style-type: none"> ● 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.

