



Cow Creek Government Office

Position Description

Position Title: Preschool Aide II

Department: Education Department

Reports To: Head Preschool Teacher

FLSA Designation: Non-Exempt

Date Written/Revised: 5/2019

Full Time Position

JOB DESCRIPTION:

Under direct supervision of the Head Teacher, the Preschool Aide II will assist in preparing the classroom materials and provide learning experiences for young children assisting in the implementation of methods that promote independence, curiosity, decision making, cooperation, persistence, creativity, and problem solving in young children.

ESSENTIAL FUNCTIONS:

- Must work collaboratively with the Head Teacher and Teacher, family members and other staff to achieve positive outcomes for children of all abilities
- Ensure a safe and secure environment in which children can be curious, active and encouraged towards self-discipline, and self-motivation
- Assists the Head Teacher and Teacher to implement the developmental assessment for each child
- Assist the Head Teacher and Teacher in preparing materials and supplies in advance for activities
- Guide the child's behavior in positive ways that support total growth and development, and promote self-esteem
- Responsible for implementing state licensing requirements, policies, procedures and guidelines in the day-to-day operation of the classroom
- Ensure that confidentiality is respected and maintained at all times

ADDITIONAL RESPONSIBILITIES:

- Assume responsibility for own personal professional development including attending meetings and trainings, and maintaining the appropriate competencies and abilities as required by the position
- Meet regularly with the Head Teacher and Teacher to develop and implement daily and weekly lesson plans
- Provide day-to-day support to substitutes and volunteers
- Develop a warm, caring relationship with each child and parent at the preschool that is based on mutual respect, and serve as a model to the child of appropriate relationships with others
- Assure organization of materials and supplies within the classroom
- Assist the Head Teacher and Teacher with implementation of lesson plans and everyday tasks
- Assist with custodial duties including sweeping, mopping, dusting, emptying trash, and cleaning bathrooms
- Assure organization of materials and supplies within the classroom

- Assure all children's education files are updated and maintained regularly as directed by Head Teacher and Teacher
- Attend and engage in occasional parent participation events and other events that may be on nights and/or weekends
- Assist with daily activities pertaining to eating, sleeping, and small group instruction
- Assist in record keeping, filing and organization of classroom documents
- Maintain a well-groomed, clean, and professional appearance at all times
- Other duties as assigned

QUALIFICATIONS:

- Must possess a high school diploma or GED
- Be at least 18 years of age
- Must be registered in the Oregon Registry System at a step 7.0 or above
- Have current certification in first aid and CPR. On-line training is not acceptable.
- Experience working with young children in a professional environment
- Strong written and verbal communication skills
- Complete and Pass Central Background Registry
- Hold a current valid Oregon Driver's License

SPECIAL REQUIREMENTS:

- Working conditions involving standing, sitting and stooping; must be able to bend or kneel to child's eye level. Must be able to stand and sit for forty-five (45) minute intervals.
- Must be able to move forty (40) pounds all directions
- Manual dexterity and visual skills required. Auditory and verbal skills required for communication with clients, staff, and the public.

LICENSE OR CERTIFICATE:

Must have or be able to obtain an Oregon Food Handler's Card.

CPR and first aid certification

Oregon Registry Step 7.0 or higher