

St. Peter & St. Paul Catholic School
Preschool Aide

POSITION SUMMARY: The Preschool Aide will assist the teaching staff in the classroom:

1. To provide additional instructional help and reinforcement to individual students or small groups.
2. To assist the teaching staff in and beyond the classroom.
3. To relieve the teaching staff (as specified in Title 22) or assist with routine clerical and management duties.
4. To assist the teaching staff in planning and supervising activities for the children.

POSITION SCOPE and ACCOUNTABILITY: Teacher, Preschool Director, Principal

PROVIDES DIRECTION TO: Students, with the teacher's direction

SUMMARY OF ESSENTIAL JOB FUNCTIONS: The needs of each classroom Teacher differs. The specific tasks of an aide will also differ from teacher to teacher and classroom to classroom. They may include, but not be limited to the following:

1. Provide individual or small group instruction as directed by the Teacher.
2. Know and comprehend the rules, regulations, and policies of the California Department of Public Social Services (Community Care Licensing), the Diocese of San Bernardino, and the local school/parish, and assure that the preschool is in compliance with all these entities.
3. Be knowledgeable and supportive of the preschool's philosophy and program policies as outlined in handbooks.
4. Assist students in following directions and engaging appropriately in the planned activity.
5. Assist with the monitoring of classroom behavior and discipline assuring that student safety is addressed at all times.
6. Supervise students before school, during recess, and during lunch and after school within the regulations established in Title 22.
7. Assist Teacher in maintaining a neat, orderly, clean, and organized learning environment.
9. Perform other tasks as directed or assigned by the Teacher or Administration.
10. Willing to perform toiletry assistance.
11. Observe professional ethics and confidentiality in dealing with Administrators, Faculty, Parents, Students, Community.

SUMMARY OF PERIPHERAL JOB FUNCTIONS:

1. Prepare instructional materials such as games, worksheets, flashcards, learning centers, etc.
2. Demonstrate a love of children, a willingness to serve, and professional demeanor.
3. Maintain student privacy, dignity and confidentiality.
4. Be flexible to changing needs of administration, staff, students, classroom situations.
5. Assist with the distribution and collection of materials.
6. Accompany the class on field trips.
7. Attend staff in-services as directed by Preschool Director/Principal.
8. Promptly report any concerns regarding students or classroom to the Teacher and/or Director/Principal.
9. Exhibit a knowledge and understanding of the Catholic school as a ministry of the Church.

QUALIFICATION GUIDELINES:

1. Must be 18 years of age
2. Minimum of 12 ECE units and must comply with the educational and professional development requirements of the California Commission on Teacher Credentialing (as outlined in the Child Development Permit Matrix), and the Office of Catholic Schools in the Diocese of San Bernardino
3. Must be in good health and shall be physically and mentally capable of performing assigned tasks.
4. Must be interested and able to work with children and parents.
5. Must demonstrate a knowledge of the developmental needs of children, along with a general knowledge of curriculum.
6. Must be a warm, caring individual, capable of handling children and stressful situations.

EDUCATION/TRAINING: Willing to further education as needed

Please submit resume to: **St. Peter & St. Paul Catholic School**
9135 Banyan Street
Alta Loma, CA 91737
(909) 987-7908
Attn: Kelly Burt, Principal
kburt@sbdiocese.org