



REGIS CATHOLIC SCHOOLS JOB DESCRIPTION

4K/Preschool Teacher Aide

MISSION

The mission of the Regis Catholic Schools' Early Childhood Programs is to enhance the quality of family life by providing peace of mind to parents, and nurturing care to children in an educational Christian environment.

JOB SUMMARY

The Early Childhood Teacher provides developmental nurturing care and implements educational programs to children enrolled in the RCS Early Childhood Programs.

REPORTS TO: Preschool Teacher and Building Principal

QUALIFICATIONS:

- Graduation from High School with special training in education
- A love for and the ability and willingness to work with children of different cultures and ability levels
- Knowledge of the educational process
- Emotional stability, sense of humor, patience, and initiative
- Ability to work with adults and to model Catholic values
- Ability to maintain confidentiality
- Organizational skills and the ability to follow directions
- Effective Oral and Written communication skills

JOB RESPONSIBILITIES:

To provide instructional assistance to teachers for students within a wide range of abilities and group size; help supervise children, help prepare instructional materials.

1. Keep in confidence any administrative, faculty/staff, or parent discussions.
2. Demonstrate a cooperative manner, a willingness to work where needed, and provide assistance until assigned jobs are completed
3. Contribute to positive interpersonal and interdepartmental communication.
4. Demonstrate support of fellow employees and administration through actions and comments.
5. Attend meetings, workshops, conventions and training sessions when needed.
6. Help prepare bulletin board materials if needed.
7. Straighten and organize supplies.
8. Help supervise students during non-instructional time outside and inside of the building..
9. Administer basic first aid when necessary.
10. Provide basic care to students.
11. Assist with special events.
12. Perform other duties as specified by supervising teacher or administrator.

Preschool Teacher Aide

Date

Building Principal

Date