



## Pre-K Aide Job Description<sup>1</sup>

### Overview:

The employee may perform a wide range of tasks in order to support the efforts of the lead teacher, meet the needs of all students, and ensure the provision of quality instruction for all students. Employee provides 1:1 assistance with academics and behavior as needed and may lead small group activities. Employee will assist lead teacher with general housekeeping and clerical duties.

### Duties and Responsibilities:

- Assists teacher with executing instruction and evaluating its effectiveness
- Participates in daily and long-range lesson and activity planning
- Constantly monitors the safety and well-being of students; monitors student attitudes and encourages self-esteem; assists students with becoming increasingly independent
- Monitors student behavior and helps maintain discipline in the classroom and assists with general safety and/or crisis prevention
- Conducts learning exercises with small groups of children
- Guides children in working and playing harmoniously with other children
- Alerts the teacher to special needs of individual children
- Provides escort and assistance to children as necessary
- Fosters good eating habits and table manners in children
- Assists teacher in maintaining neat work and study area in the classroom
- Assists with the supervision of children during regular play periods
- Collects and displays suitable material for educational displays (ex. in the classroom library and on bulletin boards)
- Remains knowledgeable of current pre-K issues by completing XXXX hours of training annually
- Performs other related work as required

### Knowledge, Skills, and Abilities

- General knowledge of activities performed by lead teacher
- General knowledge of daily routines of the classroom
- Must have a desire to nurture and work with young children
- Must have an understanding of the confidential nature of working in an educational setting
- General knowledge of student handbook
- General knowledge of procedures to follow in the event of an emergency
- General knowledge of the principles of Catholic Schools of Fairbanks and administration
- Ability to constantly monitor the safety and well-being of students, particularly when student is participating in an inclusive activity
- Ability to motivate students
- Ability to maintain a clean and orderly environment
- Ability to perform general clerical duties
- Ability to maintain order and discipline in a classroom
- Ability to understand and follow oral and written instructions
- Ability to establish and maintain effective working relationships as necessitated by work assignments

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<sup>1</sup> Adopted from: [https://www.wilkescountyschools.org/apps/pages/index.jsp?uREC\\_ID=1030446&type=d&pREC\\_ID=1338034](https://www.wilkescountyschools.org/apps/pages/index.jsp?uREC_ID=1030446&type=d&pREC_ID=1338034)

**Reports to:** Pre-K teacher and ICS principal. Childcare Coordinator will assist employee with licensing requirements.

**Minimum Training and Experience:**

- Employee must be at least 18 years of age
- Preferably, has completed two years of study at an institute of higher education
- \*If an employee is 21 years of age and has the required number of units in early childhood education, they may be designated as a Childcare Associate
- Certification in CPR and First Aid
  
- Employee must complete Safe and Sacred training through the Diocese of Fairbanks and pass a background check
  
- Since CSF is a licensed child care center in the state of Alaska, employee must also submit fingerprints and pass a state background check

**Hours and Salary:**

This is a 10-month position from August through May during the school year. Daily hours Monday-Friday are 7:30am-3:00pm. Salary is DOE. Benefits available.