



Assumption of the Blessed Virgin Mary School

Job Description: Preschool Instructional Aide

Status: Full Time

Responsible to and reports directly to the Principal of Assumption School

Primary Function of the Position: In light of the Assumption of the Blessed Virgin Mary School's Philosophy and Mission, each employee must strive to provide an environment of mutual respect that is firmly rooted in Catholic Christian ideals.

Overall Expectations:

- Assume appropriate roles as a faith-filled Christian adult model and educator.
- Maintains strict confidentiality regarding all matters pertaining to students and personnel.
- Provide safety throughout the day by engaging with students and focusing on their needs.
- Attire is to be appropriate for the workplace.
- Attend meetings/professional development, as indicated.

Daily Expectations:

- Cell phones are not to be used during school hours unless (including recess times and student lunch time) on a personal break.
- Clock in/out each day in the Early Childhood building copy room.
- Classroom responsibilities to be completed during the hours of 7:25 - 3:25 (Monday- Friday);
- Required aftercare will be at least one evening a week.
- Aftercare is set for (M-F) after school, 3:00 until 5:30PM, the salary is \$17.00 per hour.
- Pick up students from the gym in the morning at 7:25am.
- Greet students, assist in lunch/attendance count, collect lunch money and check communication folders.
- Assist students by guiding morning work.
- Assist in clean up and organization of morning work to get ready for group learning.
- Assist teachers with expected behaviors during group learning.

- Take students to the bathroom while the teacher sets up learning centers.
- Monitor and Assist students during restroom breaks.
- Assist teacher in cleaning tables (after morning work, after centers, after snack, after lunch and before leaving for the day) and as needed in between.
- Assist students with snacks and filling water bottles.
- Prepare Art for the Art center daily. (Need to be a few days ahead in the event of your absence).
- Clean Up art materials daily.
- Copy Morning work and other copies as needed.
- Assist the teacher with laminating and preparing activities for learning centers.
- Assist the teacher in the cleanliness of the classroom.
- Assist the teacher in keeping the classroom organized and well kept.
- Stamp/sticker daily communication folders, stuff folders once as needed and put in students' bags to go home daily. (Communication to parents should be completed by the teacher unless the teacher is absent).
- File weekly work.
- File portfolio work and put portfolio items in chronological order in binders (Weekly).
- Assist teacher in putting mat covers on at the beginning of the week and taking off at the end of the week.
- Lunch and Recess Duty.
- Playground/Outdoor Classroom/Blacktop supervision (never leave children unattended.)
- Bathroom Accidents - assist student/teacher in cleaning up/changing.
- Assist in keeping files organized.

Requirements:

- Prevent and Protect certification through the Archdiocese of St. Louis or other Catholic Diocese.
- Complete additional tasks that are asked by the Teacher or Principal.

Compensation:

- \$15 Hour (not paid during breaks and days off)
- 10 Sick days and 2 Personal Days