

Position Tuition Preschool Aide

Qualifications

1. Minimum of 30 semester hours of college credit.
2. Pleasant personality and neat appearance
3. Able to work with and around children
4. Ability to operate audio-visual equipment
5. Keyboarding skills
6. Ability to maintain confidentiality
7. Emotionally and physically able to perform duties required of position
8. Have a good command of the English language
9. Have a basic knowledge of first aid and health procedures
10. Possess general knowledge of office equipment

Supervisor Classroom Teacher and/ or Building Principal

Responsibilities

Assist in the implementation of preschool educational programs by providing comprehensive assessments, evaluations, and instructions to meet the needs of teachers, parents, and children.

11. Assist in designing developmentally/ individually appropriate activity- based learning experiences for preschool age children.
 - a. Assist in planning and implementing activities to meet the physical, emotional, intellectual and social needs of the children in the program
 - b. Provide nutritious snacks and lunches, including preparation and cleaning up afterwards
 - c. Provide adequate equipment and activities
 - d. Ensure equipment and the facility are clean, well maintained and safe at all times, including before, during, and after sessions
 - e. Prepare and maintain the learning environment
 - a. Set up art materials and clean up afterwards
 - b. Put away children's art work when dry
 - c. Sharpen pencils, cut paper, check paper supplies in the classroom and replace when needed
 - d. Help keep the closets and storage areas orderly
 - f. Develop culturally appropriate programs and activities
 - g. Assist during activities that introduce math and literacy concepts
 - h. Be familiar with emergency policies
12. Incorporate family resources, priorities and concerns into the preschool curriculum.
 - a. Provide parents with ongoing informal information
 - b. Discuss identified problems and needs with professionals as appropriate
 - c. Promote literacy and early education
13. Facilitate positive interaction between children and adults recognizing diversity as a strength in children and families.
14. Use assessment tools/ procedures according to standard and applies State/ national guidelines/ mandates in child evaluation.
 - a. Assist teachers with documentation and maintaining daily assessments on children, including portfolios
 - b. Be familiar with the Illinois Early Learning Standards
 - c. Providing teachers with input concerning individual child's progress and assist in gathering samples of children's work
15. Articulates a professional development plan

- a. Active participant in staff meetings, generating and exchanging ideas, goal setting and in sharing the responsibility for all children enrolled
- 16. Supervise children in the preschool
 - a. Ensure children are supervised at all times
 - b. Actively engaged in learning experiences with the children during class time
 - c. Supervise children in the bathrooms; change wet pants as needed, place soiled pants in plastic bags and label
 - d. Supervise children during rest time; rub backs during initial nap transition, provide quiet activities for non-resting children, and assist in curriculum planning and preparation while children are resting
 - e. Supervise children during outdoor play
 - f. Supervise and assist children during lunch time; open containers, clean up spills, assist children when feeding if needed, and cleaning up afterward
 - g. Build children's self esteem
 - h. Comfort children
 - i. Establish routines and provide positive guidance
 - j. Implement positive discipline when required
 - k. Clearly and effectively communicate in a manner that children understand
 - l. Observe children and make note of progress

Terms of employment when school is in session 8 hours per day