

# Holy Name Preschool Teacher Aide

## Job Description

The person selected for this position will be responsible for the general supervision and management of a group of children, and will work in cooperation with the teacher for that group. They will assist the teacher in providing a safe, warm and nurturing environment in which the child can grow physically, emotionally, socially, intellectually and spiritually.

They must possess all of the requirements set forth by "The Rules Regulating Child Care Centers". They must be willing to take early childhood education classes. The person must have a warm and friendly personality, be sensitive to the feelings and needs of others, be able to relate well to children and be willing to fulfill job responsibilities in accordance with Holy Name Preschool's philosophy. The person must be able to maintain a professional attitude toward the children, families, and co-workers at all times and be able to communicate professionally and openly.

Responsibilities include but are not limited to the following:

1. Supervise and interact with all children in all activities.
2. Assisting, preparing, and implementing the daily program under the direction of the teacher.
3. Assisting in planning, preparing, and caring for the environment. Make any suggestions that may benefit the program. Maintain a room arrangement that is safe, inviting, interesting, and stimulating.
4. Enforcing rules, when necessary, in a developmentally appropriate manner.
5. Be familiar with and adhere to Holy Name Preschool's policies, health and safety regulations, and emergency procedures, and be ready to implement these if necessary.
6. Help with the general housekeeping tasks.
7. Assist the teacher in all appropriate ways.
8. Ask for direction when you are not sure what to do.
9. Treat all children with dignity and respect and allow for individual differences. Deal with the children's individual needs and assist other staff members with appropriate techniques.
10. Continuously move around the classroom/playground being sure to interact with all of the children.

11. Accompany the children to the bathrooms and assist when necessary. Make sure they wash their hands correctly.
12. Before meals, spray soapy water on tables and wipe them clean. Then spray bleach on the table surface, let sit one minute and wipe. Make sure there are no children at the table while cleaning. After the meal, repeat this procedure and sweep up the floor, wipe down the counters and sinks.
13. Maintain a professional attitude at all times and maintain loyalty to the program. Develop a cooperative and supportive attitude with all of the classrooms.
14. Attend all staff meetings and recommended training programs and conferences. Provide the director with documentation in accordance with "The Rules Regulating Child Care Centers".
15. Show initiative in the improvement of early childhood education, our program, and our curriculum.
16. Maintain appropriate communication with staff, children, and families at all times. Maintain an open, warm, and very professional relationship with all families. Make each parent feel at ease with our program. Be available for parent/teacher conferences as needed.
17. Adhere to a curriculum that helps each child develop to his fullest in all areas of development while maintaining an environment that helps each child to have a positive experience throughout the day.

I agree to the terms, and will do my best to fulfill each and every one of them,

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Please send your resume and/or letter of interest to [holynamespreschool@msn.com](mailto:holynamespreschool@msn.com). For inquiries, please call (970) 879-8228 and ask for Betsy Taylor, Director