



Pre-School Aide Job Description

The Preschool Aid under the direction of the Recreation Supervisor, is responsible for assisting with the planning, teaching and evaluating their assigned class.

Qualifications

- Must be a high school graduate at a minimum.
- Experience in working with children
- Ability to plan and execute age appropriate activities.

Duties and Responsibilities

- Responsible for assisting with the execution of lesson plans and gathering of supplies and equipment.
- Remain in classroom at all times during scheduled school hours.
- Insure safety of preschoolers at all times.
- Adhere to the general rules and policies of the Midlothian Park District.
- Attend any orientation, staff training or meetings.
- Attend the Parent Orientation meeting.
- Assist with the inventory equipment at the beginning, during Christmas break, and the end of each school year.
- Assist with the preparation and execution of a holiday program for the 2, 3, 4, and 5-year olds.
- Assist with preparation and execution of 4-year-old graduation program.
- Must perform assigned tasks in a safe manor and follow safety policies and procedures.
- Perform other duties as assigned.

Psychological Considerations:

- Must be a positive role model for children and fellow staff members
- Must be able to work well with others
- Must have the ability to both give and take orders
- May have to deal with stress situations with children as well as parents

Physiological Considerations:

- Must have the endurance to keep up an active day with young children
- May encounter long periods of sitting, standing, walking, reading and writing
- May have to be able to lift up to 50 pounds – either child or equipment

Environmental Considerations:

- May be exposed to varying weather conditions.
- May be exposed to bee stings and other insect bites.

Cognitive and Safety Considerations:

- Must be organized.
- Must show safety awareness and good judgment.