

JOB DESCRIPTION - Teacher's Aide

St. Bernadette Pre-School

A Member of the Stella Maris Family of Parishes

I. IDENTIFYING INFORMATION

- Title: Teacher's Aide, Pre-School
- Status: Part-time, hourly, 9 months
- Reports to: Pre-School Director

II. JOB DESCRIPTION/PRIMARY RESPONSIBILITIES

St. Bernadette Pre-School is seeking a part-time teacher's aide. Early childhood experience is preferred, but not mandatory. Duties include (under the supervision of the lead teacher): providing instruction to students, assisting with activities, set up and clean-up of learning materials, toys, activity centers, supervising children during playtime, both indoor and outdoor.

Preschool aides support the children and are responsible for helping with the day-to-day tasks. They must be dependable, and work well with others.

We are a quality-rated school, therefore all Step Up to Quality requirements must be met. Aides must also be Safe Parish trained, have a background check and fingerprinting prior to the start of work.

III. WORKING ENVIRONMENT

- Working hours are Monday, Wednesday and Friday in the afternoon, 12 hours total.
- Pre-School building at St. Bernadette School, Amelia, OH

Please send resume/correspondence to: HR@stellamarisfamily.org