

Preschool Assistant Job Description

Salary Range: \$18.00-\$20.00.

QUALIFICATIONS REQUIRED:

High school diploma or GED equivalent

QUALIFICATIONS PREFERRED:

AA Degree or have passed State Approved Assessment.

Applicants currently enrolled or attending classes in Early Childhood Education will also be considered.

0-2 years' experience working with children in a school setting.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assist our Preschool teacher with one or more of the following:

- maintaining the classroom for cleanliness
- reinforcing skills;
- preparing instructional materials;
- Preparing snacks and clean up and helping children wash their hands;
- keeping the kitchen area clean, putting away foods properly;
- performing clerical duties; maintaining files, records, and/or progress reports;
- supervising students to and from classroom and/or cars, on field trips, on playground, in computer lab, and/or during other activities;
- preparing classroom or learning environment with needed supplies and materials;
- tutoring; and/or leading activities of class and/or small groups
- caring for bathroom needs;
- may attend appropriate in-services, building meetings, training, and/or school functions.
- Other duties as directed by the Preschool Director/Teacher.

CERTIFICATES, LICENSES, & REGISTRATIONS:

1. First Aid and CPR certifications may be required.

2. Successfully complete the preferred courses as outlined by the Preschool Director/Teacher. This may include minimum requirements as established by the Division of Child Care, Colorado Department of Human Services: two 3 credit college semester hours in Early Childhood Education- one class either being Introduction to Early Childhood (ECE101) or Guidance Strategies (ECE103) within a designated period of time, determined after date of hire. District approved courses of equivalence may accepted.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee may be frequently required to talk or hear; stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and/or stoop, kneel, crouch, or crawl. The employee may be required to lift/carry up to 50 pounds without assistance, and push/pull 200 pounds while assisting students in wheelchairs. Specific vision abilities required by this job include close vision and ability to adjust focus.

TERMS OF EMPLOYMENT:

Nine (9) month position (188 days August - May)

Eight (8) hours per day

Vaccinations may be required.

METHOD OF APPLICATION:

Email a letter of interest and resume to ksnare@lgcsco.org