

WICKENBURG UNIFIED SCHOOL DISTRICT

JOB TITLE: PRESCHOOL AIDE

LOCATOR:

Position Type: Non-Exempt	Department: Support Staff
Salary Schedule: Classified Level II	Reports to: School Principal
Salary Range: \$8.19 - \$10.03	Location: Festival Foothills Elementary School
Term of Employment: 9 month	Date: 8/15/2011
Shift: Before and After School	Approved by: Human Resources

We are creating excelling schools where there is a laser-like focus on the Essential Elements of instruction and moving each student to the next academic level.

POSITION SUMMARY: To create a flexible preschool program and a class environment favorable to learning and personal growth; to establish effective rapport with children; to motivate children to develop skills, attitudes and knowledge needed to provide a good foundation for elementary education, in accordance with each child’s ability; to establish good relationships with parents and other staff members.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

- Plans and supervises before and after school programs for preschool and elementary age students;
- Promotes a classroom atmosphere which ensures the emotional and physical safety and well being of students and emphasizes mutual respect, self-worth, self-discipline, cooperation, consideration and responsibility;
- Implements classroom management techniques to maintain organization, orderliness, student safety and a productive learning environment;
- Promotes use of positive reinforcement to maximize desired behavior and educational outcomes.

MARGINAL DUTIES:

- All other job related duties as assigned by supervisor;
- Assists other personnel as may be required for the purpose of supporting them in the completion of their activities;
- Adheres to all policies, rules and regulations as adopted by the Governing Board and outlined by the administration;
- Complies with all rules, regulations and policies set forth by the Arizona Department of Health Services for childcare licensing;
- Adheres to all state and federal guidelines.

SUPERVISORY RESPONSIBILITIES:

- Supervises students to ensure safe and orderly environment.

OTHER SKILLS/ABILITIES/KNOWLEDGE/ WORK STYLE:

- Must be detail-oriented, self-motivated, and able to work independently with minimal supervision;
- Must demonstrate flexibility, common sense, and good judgment;
- Must demonstrate an extremely high regard for confidential and sensitive information;
- Completes assigned tasks and projects in a competent and timely fashion;
- Must have a basic knowledge of computers;
- Conscientiously fulfills responsibilities and follows directives by meeting deadlines;
- Communicates effectively with the immediate supervisor and other administrators;
- Responds promptly to questions and requests, seeking assistance when appropriate;
- Must be a team player and get along well with others;
- Develops positive working relationships with school staffs and district office staff;
- Must maintain well-groomed appearance;

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- Demonstrates a personal professional code of ethics;
- Must be able to comply with District's attendance standards as described in established guidelines.

CERTIFICATES, LICENSES AND REGISTRATION REQUIRED:

- Must be at least 18 years of age or older;
- Must have a high school diploma or high school equivalency diploma;
- Additional education preferred: Associates or Bachelors Degree, Paraprofessional Certificate, or at least 60 college credit hours;
- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1968;
- Must be able to pass a fingerprint clearance and background check and maintain a current Fingerprint Clearance Card.

EDUCATION AND/OR EXPERIENCE:

- One year related experience or training in childcare;
- Previous experience in an educational setting preferred.

COMMUNICATION SKILLS:

- Communicates effectively with the immediate supervisor and other administrators;
- Excellent oral and written skills; must use appropriate grammar;
- Must have legible handwriting.

REASONING ABILITY:

- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists;
- Able to read and interpret a variety of instructions and data furnished in written, oral, diagram, or schedule format.

PHYSICAL DEMANDS:

- Regularly required to sit, stand and reach with hands and arms, talk or hear and taste or smell;
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls;
- Must be able to walk, and climb or balance, stoop, kneel or crouch;
- May regularly lift and /or move up to 20 pounds;
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually moderate;
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job;
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EVALUATION: Annual evaluation by supervisor or designee in accordance with Board Policy.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor. This is a temporary management guide tool, subject to change.

Reviewed / agreed to by _____ Date _____

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