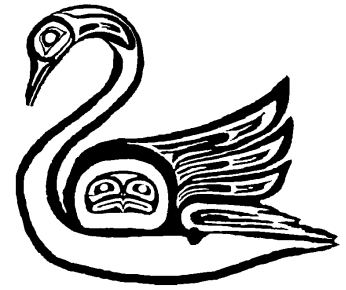


Swan School



Job description: Preschool Aide

Swan School is a highly collaborative community in which parents, students, and staff work together to help meet the unique needs of each individual. We believe strongly in a balanced, creative, and holistic education. We find that a differentiated multiage classroom structure best meets the needs of our students and families.

Expectations

We expect classroom aides to be kind, helpful, self-starters, professional and creative. Preschool aides need to adapt easily to changing situations and should take the lead when necessary and appropriate. Aides should be willing to assist Lead Teachers in whatever manner possible.

Responsibilities

The Classroom Aide is a part-time position and has the following responsibilities:

- Assist the Lead Teacher during classroom hours
- Help monitor snacks/lunch & clean up
- Assist in managing classroom behavior and enforcing rules
- Prepare and teach short daily activities such as music and movement
- Work directly with students practicing letters, numbers, etc.
- Sing songs, play games, read books
- Assist with set up and clean up of the classroom each day
- Help Lead Teacher monitor students and recognize potential classroom problems
- Other duties as assigned by Lead Teacher

Qualifications

- Education: must have a high school diploma and some college credit or equivalent experience
- Personal Qualities: Need to be friendly and inviting. Need to adapt easily and enjoy learning.