

## **Blended Preschool Aide**

### Job Description

#### Functions:

Under the direction of the classroom teacher, the Blended Preschool Aide is responsible for assisting in the planning and organizing of all aspects of District 13 Blended Preschool.

#### Immediate Supervisor:

Reports to the Recreation Supervisor.

#### Qualifications

- Must possess a high school diploma or equivalent.
- Must be at least 18 years of age.
- Possess basic knowledge and understanding of preschool aged children.
- Be a self starter and perform job with little supervision.
- Possess the ability to communicate verbally and in writing.
- Possess the ability to follow written and oral directions.
- Must be able to handle any questions that arise with the public by answering them or by giving them the proper directions for the answer.
- Must be honest, in good health, accurate, have a neat appearance, and a courteous manner.
- In good physical condition.
- Must pass a physical.
- Must have required vaccinations & medical tests required by School District 13.
- Must be fingerprinted per District 13 requirements.
- Must possess current first aid/CPR certification.

#### Duties and Responsibilities

##### Essential Functions:

- Provide participants with the appropriate leadership during the program.
- Prepare the classroom prior to starting time.
- Clean and straighten classroom during and after program.
- Assist the Classroom Teacher in the preparation of activities that are developmentally appropriate for the age of the children.
- Collect permission slips and money for field trips and special days.
- Prepare materials for classroom use, such as cutting, copying, paint etc...
- Participate in classroom activities with the children.
- Communicate with the parents through daily drop-off and pick-up as needed.
- Maintain a safe environment for participants.

- Follow safety policies.
- Maintain records of attendance/sign-out sheets and/or ePACT or the District 13 attendance method.
- Attend staff meetings as needed.
- Maintain a positive attitude toward co-workers, school district and the Park District.
- Report any problems which arise with participants or other employees to the Recreation Supervisor.
- Keep the preschool room neat and orderly.
- The Blended Preschool Aide may need to respond quickly and accurately.
- Utilize ePACT and use the tablet as required.
- Follow all safety policies.
- Must be able to be physically active to help lead activities, outdoor /gymnasium play and field trips.
- Must be able to safely escort children to and from their activities.

#### Marginal Functions:

- Make recommendations to the Recreation Supervisor or Classroom teacher for improvement on equipment, supplies, facility and program needs.
- Set up and move furniture.
- Clean up room after program is finished.
- Be flexible and adaptable to new situations.
- Assist in other Recreation programs as needed.

#### Work Hours and Compensation:

The position for Blended Preschool Aide is a seasonal position and is paid every two weeks at an agreed salary. The position is classified as a non-exempt hourly employee status and will work no more than 35 hours per week. The hours worked on a daily basis will vary.

#### Environmental Considerations:

May be exposed to all weather conditions. May be required to work in various temperatures within the facility.

#### Cognitive Considerations:

- Must have the ability to solve problems as they arise and be able to perform tasks without supervision.
- Must be highly motivated and able to assume a positive and active role in the program, even while working under potentially stressful conditions (hot or cold weather, upset or injured participants, etc.).
- Must have the ability to be firm with participants when necessary, enforce park district rules, and make sound decisions in order to secure the safety and well-being of all participants, facilities, and equipment.

- Ability to work independently without supervision.
- Ability to present ideas and recommendations in a concise manner.
- Ability to understand and carry out verbal and/or written instructions efficiently and effectively and to read and understand printed material.
- Ability to effectively interact and communicate well with others.
- Ability to interpret and explain division and district policies and procedures.
- Ability to follow safety guidelines and exercise judgment in all aspects of responsibility

Psychological Considerations:

The Blended Preschool Aide must resolve differences and problems that arise with patrons and employees. The worker may also have to work under stressful situations.

Physiological Considerations:

- The Blended Preschool Aide may need to respond quickly and accurately.
- Must have the ability to move furniture.
- Must be able to organize/clean up room.

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