

THE WESLEYAN PRESCHOOL
FIRST UNITED METHODIST CHURCH

CLASSROOM AIDE JOB DESCRIPTION

QUALIFICATIONS-

1. be a person of high moral character
2. possess a friendly personality
3. be physically and emotionally equipped to work with young children
4. meet the state licensing requirements
5. minimum of high school diploma
6. willing to authorize a criminal background check including finger printing
7. submit to T.B. testing

RESPONSIBILITIES-

1. work closely with the classroom teacher, following her direction and guidance
2. help supervise the daily activities of the assigned classroom
3. help prepare the classroom to include learning centers as directed
4. help keep your classroom neat, clean & organized
5. help get out and put away all toys, games, books & supplies that you use
6. work the hours that you are scheduled by the director
7. attend monthly staff meetings
8. participate in teacher workdays as scheduled
9. cooperate with director and other staff members for the good of the whole program
10. act in a professional manner
11. respect the privacy of the children and families
12. abide by the regulations and the policies of the preschool
13. attend 16 hours of continuing education per school year. number of hours subject to change according to state regulations. Some of these hours will be obtained through monthly staff meetings. Classes can be attended online.
14. perform other functions as communicated by the preschool director
15. abide by all safety guidelines
16. participate in the spiritual education of the children with the teacher

19. participate in the evening programs (if applicable), family night and parent orientation night
20. new staff members will be paid for 3 hours of orientation training required by the state

ACCOUNTABILITIES-

1. be accountable to the preschool director
2. abide by all regulations and rules set by FUMC preschool board.

_____ DATE

_____ STAFF MEMBER

_____ PRESCHOOL DIRECTOR