

Warrenton-Hammond School District
Job Description

Job Title: Preschool Assistant
Reports To: Preschool Supervisor

JOB SUMMARY

Under the direction of Supervisor and Preschool Teacher, the assistant will help provide an education, quality child care and a safe, loving environment for children in the preschool program.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Follows and maintains knowledge of all District policy(ies) and procedures.
2. Professionally represents the school and the District in interactions with parents, community, staff and students.
3. Attends work regularly and is punctual.
4. Assist in keeping the room safe, clean and orderly at all times.
5. Assists with all classroom cleaning duties.
6. Assist the supervisor or classroom manager with daily preparation of the classroom and activities.
7. Maintains a positive attitude, cooperating with staff and directing children with positive reinforcement.
8. Assist with breakfast, lunch and snack time, clean up eating area.
9. Assist children in the bathroom facilities as needed. May be required to clean child or to assist with changing into fresh clothing.
10. Supervise children at all times including class time, lunchtime, naptime, recess time and afterschool.
11. Engage children in stimulating activities between the time that the school day ends and parents pick them up.
12. Assimilate arriving children to the school environment by greeting them, helping them remove outerwear, and selecting activities of interest to them.
13. Assist children leaving the school with coats and gathering their belongings and ensure they go home with authorized parent, guardian or designee.
14. Ensure that classroom and facilities are clean and secured at the end of the day.
15. Make every attempt to further knowledge and education in the field for the education of young children.
16. Refer all inquiries about a child or family to the supervisor or classroom manager.
17. Obtains and maintains all required licenses, certifications and training hours as required.
18. Performs other related duties as assigned.

MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Attends in-service trainings.
2. Attends staff meetings.
3. Reports issues to authorities as necessary, animal control, suspicious activity etc.

SUPERVISORY RESPONSIBILITIES

Supervises preschool children. All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

QUALIFICATIONS

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.

- **Education and/or Experience:** High school diploma or General Education Diploma (GED). Classes or degree in Early Childhood Education, prior successful experience working in a preschool or educational setting strongly preferred.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit. Demonstrated ability to successfully work with young children.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to effectively present information and respond effectively to questions in one-on-one, small group situations to students and other school staff. Ability to verbally respond to common inquiries from students. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and governmental regulations. Ability to write routine reports and correspondence.
- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, schedule or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- **Computer Skills:** General knowledge of computer usage and ability to use, e-mail, internet software and word processing software.
- **Other Skills and Abilities:** Ability to appropriately communicate with students, teachers, parents and members of the community. Ability to exercise good judgment and work in an environment with constant interruptions.
- **Certificates, Licenses, Registrations:** Certificates as determined by the District. Ability to obtain a valid CPR/First Aid/Food Handlers card upon employment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; stand, sit and use hands and fingers for fine manipulation. The employee is regularly required to bend, to stoop, to walk on uneven terrain, play yards and school grounds and to

reach overhead, as well as sit at low tables, on small, low chairs, on the floor or on the ground, and in classrooms of various configurations for extended periods of time. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 50 pounds. The employee may occasionally climb stairs or ladders. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision.

Work Environment

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.

The work environment is a standard classroom setting. The noise level in the work environment is usually moderate, but occasionally high depending upon student population and activities. The employee is occasionally exposed to wet or humid conditions and outdoor weather conditions. Employee may be exposed to bloodborne pathogens.

OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description.

Signature:

Date:
