

**Warrenton-Hammond School District
Job Description**

Job Title: Preschool Teacher Cadet
Reports To: Preschool Supervisor

JOB SUMMARY

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

ESSENTIAL DUTIES AND RESPONSIBILITIES

Cadets in this position perform some or all of the following tasks.

1. Follows and maintains knowledge of all District policy(ies) and procedures.
 2. Professionally represents the school and District in interactions with parents, community, staff and students.
 3. Attends work regularly and is punctual.
 4. Assists in keeping the room safe and orderly at all times.
 5. Assists with all classroom cleaning duties.
 6. Assists the supervisor or classroom manager with preparation of the classroom and activities.
 7. Maintains a positive attitude at all times, cooperating with other staff and directing children with positive directions.
 8. Assists with breakfast, lunch and snack time, clean up eating area, and wash children's hands and faces after play times and meals as needed.
 9. Assists children to the bathroom facilities as needed. May occasionally be required to clean child or to assist with changing into fresh clothing.
 10. Supervise children at all times.
 11. Plans and engages children in stimulating activities.
 12. Assimilate arriving children to the school environment by greeting them, helping them remove outerwear, and selecting activities of interest to them.
 13. Assists children leaving the school with coats and gathering their belongings and ensure they go home with authorized parent, guardian or designee.
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To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements 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:** Enrolled high school junior or senior, on track to graduate. Must maintain good academic and disciplinary standing at all times.
- **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.
- **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.

- **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.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an Cadet 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 Cadet is regularly required to talk or hear. The Cadet is frequently required to walk; stand, sit and use hands and fingers for fine manipulation. The Cadet 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 Cadet must regularly lift and/or move up to 25 pounds and occasionally up to 50 pounds. The Cadet 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 a person 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 Cadet is occasionally exposed to wet or humid conditions and outdoor weather conditions. Cadet may be exposed to bloodborne pathogens.

OTHER

<p>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.</p>
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I have read and understand this job description.

Signature:

Date:

TEACHER CADET APPLICATION

Date Available to Start Work: _____

Days Available: _____

PERSONAL INFORMATION

Last Name

First Name

Phone Number

Email

EDUCATION

School Name

Expected Graduation Year

REFERENCES

Name

Phone Number

Name

Phone Number

QUESTION

Name two reasons why you want to work in the Warrenton Prep Preschool classroom.

Applicant's Signature

Date