

*Always learning, our graduates are confident and compassionate young men and women who will make a difference.*

## Preschool Assistant Job Description

St. Edward Preschool, in Dana Point, is seeking a preschool assistant. An immediate position is available for caring, enthusiastic and responsible individuals to assist in the classrooms while teachers are on lunch and break. The assistant will help in all three of our preschool classrooms by helping supervise students while the teachers take their breaks. The preschool assistant will be responsible for assisting in the care, hygiene, learning, developmental activities, supervision and redirection of children in the classroom and in the playground areas.

### RESPONSIBILITIES:

- Acts as a role model of professionalism in a Catholic environment.
- Supports the philosophy, policies, and goals of the school.
- Insures the health, safety, and welfare of all students.
- Holds in strict confidence all matters pertaining to the school.
- Adheres to all policies and procedures as outlined in the Diocesan Handbook and Employee Handbook.
- Attends faculty and administrative meetings as needed.

**DEFINITION:** The preschool assistant will act in direct support of Early Child Development Center leadership in executing the instructional program, general operations, and management of the assigned class or program. Responsibilities include, but are not limited to, the following:

**DUTIES:** • Assist in planning and implementing the daily program under the direction of the teacher and/or director.

- Assist in planning and preparing the learning environment, setting up interest centers, and preparing needed materials and supplies.
- Assume full leadership of the childcare program in the teacher's absence.
- Treat children with dignity and respect and protect their personal rights.
- Ensure a positive environment where each student is encouraged to reach his/her potential and to take the risk.
- Supervise children, and may supervise support staff, in a safe environment as required by the Director and school needs.



**LET THE CHILDREN COME TO ME**  
BELOVED CHILDREN OF GOD, THE KINGDOM IS YOURS DO NOT HINDER THEM  
FOR TO SUCH BELONGS THE KINGDOM OF HEAVEN *Matthew 19:14*



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🌐 [www.stedschool.org](http://www.stedschool.org)

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- Provide lunch/playground/carpool supervision as assigned.
- Maintain a professional attitude and behavior with students, parents, and other staff members.

#### QUALIFICATIONS:

- 6 semester units of CDE or child development OR Accredited HERO or ROP Program in Child Development Related Occupations
- Immunizations: TDap, MMR, Flu
- CPR and first aid certificate
- Acquired skills in providing tender loving care and support to children.
- Skills and abilities to maintain friendly and successful communication with parents.
- Ability to establish successful teamwork with other teaching staff.

Please send cover letter, resume, and transcripts to Nicole Bader at [nbader@stedschool.org](mailto:nbader@stedschool.org).



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