



# Holy Family Catholic School

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Marie Ubl  
*Principal*

Jennifer Gonzalez  
*Vice Principal*

## **Job Title: Preschool Teacher Aide**

Holy Family Catholic School is seeking a Preschool Teacher Aide. The position is a part time, 10 month position. The hours are from 8:30 - 1:30 daily.

The Teacher Aide reports to the Principal and/or the Preschool Director

Compensation is based on experience and education

## **Qualifications**

- High school diploma or equivalent required
- Must have a minimum of 9 Early Childhood Education units.
- The units are in the following courses:
- Child Development, Child-Family-Community and Curriculum or Program.
- Must have previous teaching experience or experience working with children.
- TB clearance and health screening
- Immunization record
- Criminal background clearance
- Child abuse reporting acknowledgement
- Mandated Reporter Training Certificate

## **Responsibilities:**

- Assist the Preschool Director/Teacher during classroom hours
- Assist in managing classroom behavior and enforcing rules
- Help implement activities such as music and movement during snack and lunch
- Work directly with children to reinforce learning goals
- Assist with set up and clean up of classroom and playground each day
- Monitor and observe student behavior

## **Expectations:**

- We expect Preschool Teacher Aides to be kind, helpful, self starters who are professional and creative.
- They need to adapt easily to changing situations and take the lead when necessary and appropriate.
- Teacher Aide should be willing to assist the Director/Teachers in whatever manner they deem necessary.