ST. NORBERT
CATHOLIC SCHOOL
Truth ✧ Service ✧ Family ✧ Peace

JOB DESCRIPTION- Preschool Aide

St. Norbert Catholic School is a Preschool through Eighth grade Catholic elementary school in Orange, California. We are seeking a talented, creative, and hard-working individual interested in becoming part of a team that is passionate about working together to develop students spiritually and academically, as we strive for excellence together.

Overview

- The preschool aide will perform all duties under the supervision of the Director and within the philosophy, goals, and policies of the Center
- Be aware of and accountable for compliance of regulations set forth by Community Care Licensing

Duties

- The preschool aide is responsible for assisting in the planning, implementation, and supervision of a developmentally appropriate curriculum for a group of preschool age children
- Apply discipline in a positive, non-judgemental manner that sets clear and appropriate limits
- Help maintain a rich, safe, healthy and comfortable educational environment
- Assist in creating a classroom environment that is attractive, orderly, motivating, and current with planned curriculum
- Prepare and clean up morning snack; set up lunches at appropriate time
- Assist preschool teacher in daily tasks (ie. preparing materials for lessons, cleaning, assisting with supervision)
- Assist with preschool assessments if needed

Parent Relations

- Maintain professional attitudes and relationships with families
- Day to day contact only if discussed and permitted by lead teacher

Health and Safety

- Ensure that all equipment is appropriate for preschool aged children, well maintained, and that the use of the equipment in play is sufficiently supervised
- Conduct daily health checks, document and inform parents of accidents, take appropriate steps to isolate children who become ill while at the center
- Ensure that the Center is well maintained. Be alert to and remove health and/or safety hazards. Notify proper school authorities when necessary
- Conduct daily playground safety checks for any potential hazards
- Follow basic health and safety rules. Assist children in understanding and observing rules
- Encourage children to have good health and nutritional habits
- Know procedures for responding to fires, earthquakes, or other disasters. Participate in Center drills. Initiate emergency procedures when necessary
- Administer first aid when necessary. Administer medication and treatment authorized by a licensed physician when necessary

Staff Relations

- Promote a constructive working relationship with the team through positive conflict resolution, direct and complete communication, and group problem solving

As Needed

- Attend and assist as needed in all other center functions
- Flexibility in work schedule dependent on student to teacher ratios

Education and Experience:

- Minimum 12 ECE units required.
- Experience working in preschool setting is preferred but not required.

Physical Demands & Environment:

The conditions herein 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 job functions.

Environment: Work is performed primarily in a standard classroom setting.

Physical Demands: Primary functions require sufficient physical ability and mobility to work in a classroom setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight (up to 40 lbs.); to operate office equipment requiring repetitive hand movement and fine motor coordination including use of a computer keyboard; and to verbally communicate to exchange information. Applicants must be able to maintain presence of mind to provide supervision for students at all times during work hours, and to observe, assess, and report on student behavior, as well as conduct lessons, complete work-related tasks such as lesson planning and preparation.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Hours: Part-time,Ten month employee.

Rate Pay: 19.50

Reports to: Preschool Director, Principal, and Assistant Principal

Interested parties may contact Mr. Joe Ciccoianni, Principal via email:
jciccoianni@saintnorbertschool.org.
bgrajedadealba@saintnorbertschool.org
St. Norbert Catholic School
300 E. Taft Ave, Orange, CA 92865
714-637-6822
saintnorbertschool.org

DIOCESE OF ORANGE

DEPARTMENT OF CATHOLIC SCHOOLS JOB REQUISITION

13280 CHAPMAN AVENUE, GARDEN GROVE, CA 92840

INSTRUCTIONS: This form is a communication and request form. Its purpose is to communicate to the Department of Catholic Schools the need to replace or fill a position within your school. This form should be completed **BEFORE** recruiting for the position begins. Approval from the Superintendent or Associate Superintendent and Principal is required.

SCHOOL: **St. Norbert Catholic School**

JOB TITLE: Preschool Aid **DATE OF REQUISITION:** 8/28/26

BRIEF SUMMARY (for posting):

ABOUT THE JOB: assist lead teacher with classroom instruction and activities

REPLACEMENT: YES NO ✓

SALARIED: ☐ **(Salary placement on Diocesan Salary Scale contingent on experience and education)**

RATE OF PAY: 19.50

POSITION REPORTS TO: Preschool Director

WORK HOURS: **FROM** 8:00am **TO** 2:00

OTHER:

ANTICIPATED HIRE DATE: ASAP

POST TO: **Diocesan website X** **EdJoin X**

REQUESTED BY: Preschool Director Blanca Grajeda De Alba:

APPROVALS:

M. Ciccarani 9-8-26

Principal Signature **Date**

Business Manager Signature **Date**

Superintendent/Associate Superintendent Signature **Date**

Comments (if any):