

# KINDERGARTEN TEACHER AIDE JOB DESCRIPTION

**SUPERVISOR:**

Lead Kindergarten Teacher and the Principal

**WORK AREA:**

Saint Joseph Catholic School

**GENERAL DESCRIPTION:**

The Kindergarten Aide assists the Kindergarten teacher and other certified staff in achieving teaching by working with individuals or small groups.

**WORKING CONDITIONS:**

The Kindergarten Teacher's Aide is a full or part-time position. Work hours depend on what aide is needed. Must be able to work in full cooperation with the pastor, principal, teachers and other parish/school personnel.

**QUALIFICATIONS:**

The Kindergarten Teacher's Aide must have knowledge or training in the development of children and experience in working with children. The Kindergarten Teacher's Aide must be able to work cooperatively with others.

**RESPONSIBILITIES:**

1. Provide academics assistance for students on an individual or small group basis under teacher direction for instructional objectives.
2. Assist teacher in strategies for reinforcing curriculum or skills.
3. Help students with instructional materials, concepts, or directions during instruction.
4. Work with students to organize homework, book and materials on an as needed basis.
5. Guides independent study, enrichment, and remedial work organized by the teacher.
6. Assist students with snacks, cleanup routines and hygiene issues.
7. Communicates with classroom kindergarten teacher about any problem or special information concerning students.

8. Assist kindergarten teacher and students with testing situations such as organizing materials, proctoring and /or supervising makeup tests.
9. Participates in staff development as assigned and staff duties.
10. Prepares/assists with instruction, sets up science experiments, field trips, Parent programs/learning centers and class activities.
11. Assist kindergarten teacher with organization and maintenance of records and classroom activities.
12. Assist kindergarten substitute teacher as needed.
13. Follows daily schedule for helping in rooms, unless special needs arise.
14. Assists with supervision of students and intervenes as needed throughout school during emergency drills, in classes, playground, and field trips.
15. Supports all staff in monitoring children.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by a preschool school teacher's aide to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

1. The duties of the kindergarten school teacher's aide require the ability to sit, use hands to finger, handle or feel objects, tools or controls; and to talk and hear. The aide is frequently required to walk and occasionally required to stand; reach with hands and arms; climb or balance; and stoop, kneel, crouch or crawl.

2. The kindergarten school teacher's aide must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision depth perception and ability to adjust focus.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_