



Position Title: UMCPB Aide

Position Summary:

Teacher Aides support the program's overall operation, teaching staff and families by assisting with daily routines and learning experiences. This is a great entry-level position for someone who has or is currently earning ECE units with goals to gain experience in the field with interest in becoming a preschool teacher.

MAJOR RESPONSIBILITIES

1. Essential Duties of the Position:

- Directly reports to Lead Teacher with roll-up reporting to Director(s) and then BOD of UMC Preschool
- Assist the Directors and Lead Teachers in carrying out a developmentally appropriate educational program in accordance with UMC Preschool's philosophy, mission and vision.
- Participate in UMCPB staff monthly meetings (first Wednesday of each month)
- Assist the Directors and Teachers in changing the classroom environment around from time to time, as children's needs and interests shift. Keep it inviting, stimulating and developmentally appropriate
- Communicates and partners with parents in a supportive and sensitive way to create the best possible outcomes for the children
- Assist with responsive, culturally appropriate care routines for children
- SUPERVISE CHILDREN AT ALL TIMES
- Perform cleaning throughout the day (with Lead Teachers and Parent Participants) to keep environment clean and sanitary
- Communicate with Lead Teacher and Program Director as needed with regard to observations, questions, concerns and ideas regarding the program, children and parents

1. Education

- Coursework in Early Childhood Education (ECE) or Child Development (preferred at least **12** units completed)
or
9 completed units of early childhood education and following initial employment, continuation in an educational program until fully qualified (12 units).
- 0-2 years of teaching experience of young children ages 5 and under (preferred)
- Must be 18 years old, high school graduate or enrolled in ROP at an accredited high school

1. Qualifications

- Be able to walk, run, squat or kneel, bend at the waist, sit on the floor, visually supervise children up close and across a classroom or playground space
- Lift up to 45 lbs. occasionally