YOUTH SERVICES PROGRAM

LICENSE EXEMPT PRESCHOOL TEACHER 1 (Aide)

DEFINITION AND PURPOSE: Under the general direction of the Youth Services Manager and the Exempt Preschool Director, this position provides support for preschool-aged children to grow and develop through creative play and learning opportunities in a nurturing environment.

ESSENTIAL JOB FUNCTIONS:

Responsibilities and duties include, but are not limited to the following:

- Follows lead direction of the Youth Services Manager and Director
- Assists with program activities and routines including toileting and snack
- Assists with supervision of students, both in the classroom and on the playground
- Promotes safety at all times, reporting potential safety issues or injuries immediately to the Director. Addressing injuries and applying first aid as appropriate.
- Is nurturing with children, assisting them in learning basic skills
- Treats students with respect, demonstrates cultural competency and inclusiveness, models appropriate behavior
- Maintains accurate reports of children's behavior and/or other concerns and communicate to the Director
- Maintains positive relationships with parents, co-workers, other District employees and the public in accordance with good customer service practices and District policies

NON-ESSENTIAL JOB FUNCTIONS:

- Assist in the preparation, serving and clean up of snack items
- Assist with basic cleaning duties and maintenance of the room, including setting up and tearing down
- Perform other related work/duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES

Exhibit creativity and patience with students, maintaining positive relationships and treating them with respect in all situations; possess good communications skills, both oral and written. Ability to follow program procedures and demonstrate good judgment, especially in regard to safety; effective classroom management skills, and observe sanitary practices in the program environment.

WORK ENVIORNMENT

The position requires sitting, standing, walking, running, reaching, twisting, turning, kneeling, bending, stooping, squatting and making repetitive hand movements in the performance of daily duties. It requires working in both an indoor, temperature-controlled classroom environment and in outdoor environment in all weather conditions including wet, heat, cold, and exposure to dust, pollen and cleaning chemicals. It requires both near and far vision and competent/adequate hearing when

supervising children both in the classroom and on the playground. The noise level of the indoor setting can be loud. Must be available to work on days and times assigned, which may require substituting. Capable of walking, running, standing, playing games up to 90% of the work day, occasionally on uneven terrain. Able to climb stairs, lift items up to 30 lbs., and assist children in case of injury.

EDUCATION REQUIREMENTS AND QUALIFYING EXPERIENCES

Position requires the immediate supervision of an Exempt Preschool Teacher 2, 3, Director or Manager.

Department of Justice clearance

High school degree or equivalent. Must be 18 years of age. In addition:

Experience preferred but not required, such as R.O.P., coaching children's sports, babysitting, or volunteering with children's groups such as Boy/Girl Scouts.

LICENSES, CERTIFICATES AND IMMUNIZATIONS

Current Negative Tuberculosis skin test is required at the time of employment and updated at any time there is a case reported within our working environment. Mandated Reporter Training is required and renewed every two years.

One of the following regarding influenza immunization:

- A copy of an immunization record for influenza dated between August 1 and December 1 of each year
- A statement from the employee's physician that there is a medical reason not to vaccinate the employee
- A statement from the employee's physician that the employee is already immune to influenza
- A signed statement from the employee stating that they have declined to be vaccinated against the flu.

One of the following regarding pertussis (whooping cough) immunization:

- A copy of an immunization record for pertussis
- A statement from the employee's physician that there is a medical reason not to vaccinate the employee
- A statement from the employee's physician that the employee is already immune to pertussis

One of the following regarding measles immunization:

- A copy of an immunization record for measles
- A statement from the employee's physician that there is a medical reason not to vaccinate the employee
- A statement from the employee's physician that the employee is already immune to measles

- Proof that the employee was born before 1957 (according to the Advisory Council on Immunization Practices, “adults born before 1957 are generally considered immune to measles and mumps.”)

COMPENSATION: Part-time/temporary/seasonal non-union position. This position requires you to carry out your duties on-site.

Wage rate range

$17.88 - $22.73

Auburn Area Recreation and Park District is an Equal Opportunity Employer.