



Teacher's Aide Job Description

OBJECTIVE:

- To promote the mission of Woodbury Lutheran Church and School by providing Christian early education program support

REQUIREMENTS:

- A disciple of Jesus Christ
- Great love for children
- Ability to establish warm rapport with both children and adults
- Patience and flexibility
- Good organizational skills
- Kind, compassionate, calm
- Experience working with children

RESPONSIBILITIES:

- Follow all Rule 3 licensing guidelines for safety, health, and cleanliness
- Conduct daily safety checks of the premises
- Maintain clean and orderly kitchen
- Prepare beverages and snacks for each classroom and set up snack trays
- Insure safety and well being of children with allergies /health concerns
- Prepare daily sanitizing solutions for all classrooms
- Assist in cleaning/sanitizing small motor toys and other classroom equipment
- Supervise and insure the safety and well-being of the children during unscheduled bathroom breaks
- Organize, supervise lunchroom materials/activities
- Large muscle set-up and possibly take-down each day
- Support classroom staff when needed
- Be familiar with and follow all school and personnel policies
- Attend annual in-service training and monthly staff meetings

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- Reports to Director / Administrator
 - Nine month position (September – May)/Hourly