



PUCS Teacher's Aide Job Description

Education and Clearances Required

- *A high school diploma is required.
- *Child Abuse History Clearance
- *PA State Police Request for Criminal Records Check
- *Federal Criminal History Record (fingerprints)

Experience Required

- *Experience working with children is required.
- *This experience could come from teaching Sunday School, being a teacher's aide before applying at PUCS, college practicums, babysitting, or other related experiences.

Responsibilities and Duties

- *Reports to classroom teacher.
- *Help to supervise and ensure the safety and well-being of children at all times.
- *Assist the classroom teacher in any way possible including but not limited to:
 - Preparing and setting up activities.
 - Cleaning up from activities.
 - Implementing portions of the daily program as directed by the classroom teacher.
 - Assisting in keeping the classroom, storage areas, and bathroom clean, neat, and sanitized.
 - Work with small groups of children as directed by the classroom teacher.
 - Work with individual children as directed by the classroom teacher.
 - Read books and tell stories.
 - Take children to the bathroom.
 - Help children with jackets, coats, boots, hats, and mittens/gloves.
 - Help with snack or lunch needs.
 - Help with rest time preparation, clean up, and supervision.
 - Work with the classroom teacher to recognize and help with student needs academically, emotionally, mentally, and physically.
- *Able to meet the physical demands of the job including but not limited to:
 - Must be able to lift 50 pounds.
 - Must be able to sit on the floor.
 - Must be able to sit in child sized furniture
- *Attend classroom or primary team meetings for planning, gathering supplies, sanitizing toys, etc.
- *Attending outdoor preschool activities and field trips.
- *Be familiar with the policies and procedures of PUCS.