



Part Time Preschool Aide

Position Title: Part-Time Preschool Aide

Reports To: Preschool Lead Teacher/Director

Hours: 15-20 hours per week (opportunity for additional hours to sub in preschool classroom and/or extended day during the school year), hours may be flexible

Salary Range: \$12 - \$13/hour

Position Summary: St. Aloysius Preschool is seeking a caring, dependable, and energetic part-time preschool aide to support the lead teacher/director in creating a safe, nurturing, and engaging learning environment for preschool-aged children. The ideal candidate enjoys working with young children, is flexible, and works collaboratively as part of a team.

Essential Responsibilities:

Student Supervision & Safety:

- Maintain active supervision of children in the classroom, on the playground, and in other school areas.
- Assist with student arrival and dismissal, ensuring children are released only to approved adults.
- Follow all school and state health, safety, and emergency procedures.
- Respond quickly and appropriately to the needs of young children.

Classroom Support:

- Assist the lead teacher with daily classroom activities and routines.
- Support children during small-group, large-group, and independent activities.
- Reinforce classroom rules, expectations, and positive behavior.
- Prepare, organize, and clean classroom materials and learning centers.
- Help children develop responsibilities.
- Encourage classroom organization and clean-up routines with students.

Student Care & Guidance:

- Use a calm, patient, and positive approach when interacting with children.
- Model appropriate behavior, manners, and problem-solving skills.
- Redirect challenging behaviors using positive guidance strategies.
- Remain actively engaged with children, including sitting, kneeling, and getting up and down from the floor throughout the day.

Teamwork & Professionalism:

- Follow the directions, lesson plans, and classroom management style of the lead teacher.
- Communicate student needs, concerns, and observations to the lead teacher/preschool director.
- Demonstrate professionalism by maintaining the confidentiality of all children, families and staff and respecting privacy in all areas of the preschool setting.
- Work collaboratively with staff to maintain routines and provide a positive learning environment.
- Demonstrate flexibility and willingness to assist wherever needed.

Physical Requirements:

- Ability to lift and carry preschool-aged children when necessary for safety or assistance.
- Ability to lift, carry, and move classroom materials, bins, chairs, dramatic play items, and other supplies.
- Ability to bend, stoop, kneel, and move between standing and floor-level positions frequently throughout the day.

Qualifications

- High school diploma or equivalent required.
- Must pass FBI/BCI background check.
- Experience working with young children preferred.
- Strong communication and organizational skills.
- Demonstrates patience, creativity, flexibility, and sound judgment.
- Ability to work effectively as part of a team.

St. Aloysius Preschool is committed to providing a safe, supportive, and engaging environment where young children can learn and grow. We welcome candidates who are passionate about early childhood education and making a positive impact in the lives of children and families.