

Pre-K Teacher's Aide

The Preschool program at Sacred Heart School is a place for young children, aged 2.9 to 4 years, to learn and grow in a safe and encouraging environment. The staff works as a team to guide the children's development as they learn in an environment of discovery and play. Aides are expected to help the lead teacher and other classroom teachers in organizing, supervising, and implementing preschool programming that supports the goals of the program.

Hourly Position \$17/hour 8:30 am- 5:30 pm

Job Responsibilities

Administrative Duties

- Follow the policies and procedures of Sacred Heart School
- Attend all staff meetings
- Respect the confidentiality of Sacred Heart families and staff
- Attend required trainings and keep accurate records of trainings
- Complete biweekly time sheets
- Check email regularly

Environment

- Assist classroom teachers with lesson plans and schedule implementation
- Ensure a safe and healthy environment and complete daily tasks assigned
- Participate in regular cleaning of materials and classroom spaces
- Maintain classroom organization and rotate materials and classroom spaces
- Create a culturally inclusive classroom with activities that support different cultures and backgrounds

Program for Children

- Engage children as individuals in a way that allows them to grow at their own abilities
- Work with preschool teachers to implement and maintain the classroom curriculum
- Support children in their emotional and physical growth
- Assist children as they discover literacy and math skills, and encourage learning to help them find success
- Effectively implement Sacred Heart STEM School's behavior guidance techniques to help children develop the ability to become self-disciplined

Follow us on:

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1035 Canterbury Street ♦ Roslindale, MA 02131 ♦ Ph: (617) 323-2500 ♦ Fax: (617) 325-7151

www.sacredheart-boston.org

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Parents

- Maintain daily, open communication with parents
- Help keep track of children and communicate regularly with parents about their progress in the program
- Complete appropriate paperwork to assist with increased communication, and also participate in parent conferences and scheduled orientations
- Communicate child concerns and family needs to the preschool team

Required Qualifications

- 18 years of age or older
- Graduation from high school
- EEC Essentials 2.0

Preferred Qualifications

- Strong organizational skills
- Ability to multitask
- Willingness to work as a team and maintain a positive work environment
- Experience working with staff and families from diverse backgrounds

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