

# Long-Term Substitute - Pre-K4 Classroom Aide

## Job Vacancy

St. Francis de Sales Central Catholic School is seeking classroom aides for the 2023-24 school year. All applicants should send a cover letter and resume to Principal Moore at [amoore@sfccs.org](mailto:amoore@sfccs.org) or mail/deliver to his attention at St. Francis Central Catholic School, 41 Guthrie Lane, Morgantown, WV 26508.

**Pay Grade:** Hourly - \$13

### **DUTIES & RESPONSIBILITIES:**

*(These duties are a representative sample; position assignments may vary)*

- Assist the lead teacher in imparting classroom instruction based on a predefined curriculum
- Maintain a safe and organized classroom environment for children
- Assist the lead teacher in ensuring the physical, social, cognitive, and educational excellence of children
- Ensure that the classroom is aesthetically attractive so that students enjoy their surroundings while learning lessons
- Provide support to the lead teacher in planning lessons and daily activities based on the principles of child development
- Ensure the development of positive relationships with children with a view to promoting self-esteem and self-discipline
- Observe each child to assess skills, interests, and needs and use this information to facilitate individual learning and growth
- Record any important observations regarding student development and ensure that it is communicated to the lead teacher
- Assist lead teacher in handling evaluation and creating reports
- Provide comfort to distressed children through compassion and tact
- Assist children in embarking and disembarking from school buses and accompany them to their classrooms
- Provide children with support during lunchtime and ensure that their nutritional needs are fulfilled
- Change diapers and help children clean themselves
- Oversee children to make sure that they are safe during outdoor activities
- Assume the lead teacher's role in the absence thereof
- Record attendance and ensure that attendance data is entered into the school database

**EDUCATION & EXPERIENCE:**

- Preferred degree or higher in the area of early childhood from an accredited institution; or currently in the process of obtaining a degree in the field of early childhood education; or willing to take necessary coursework to obtain certification or degree in the area of early childhood education
- Meet teacher aide requirements of school, district, and state, including all certifications and/or degree in the area of early childhood education
- Relevant experience working in an early childhood setting

**KEY COMPETENCIES (position requirements at entry):**

- Self-motivation
- High energy level
- Attention to detail
- High work standards
- Problem-solving
- Decision-making
- Learning orientation
- Critical thinking
- Stress tolerance
- Flexibility
- Adaptability
- Initiative
- Work well with teammates