

PreK-3-year-old Aide:

The person selected for this position will be responsible for assisting a classroom teacher in the general supervision and management of the children. This person must have a warm and friendly personality, be sensitive to the feelings and needs of others, be able to relate well to children and co-workers, and be willing to fulfill responsibilities in accordance with the school's educational philosophy. This is a full-time position, Monday-Friday from 7:30am-3:15pm.

RESPONSIBILITIES shall include, but not be limited to the following:

- Assisting in the implementation of the daily program under the direction of the teacher.
- Assisting in planning and preparing the learning environment, setting up interest centers, and preparing needed materials and supplies.
- Supervising the classroom when the teacher is out of the room.
- Maintaining a professional attitude and loyalty to the school.
- Treating all children with dignity and respect.
- Attending recommended training programs and conferences.
- Participating in professional workshops that work for the improvement of early childhood education.
- Maintaining confidentiality about children, their families, and other employees outside the school.
- Supervising outside playground activities.
- Helping with the operations of audio/visual aids.

Interested in applying for this position?

Send resume, cover letter, and any references to Nicholas Blackburn,
blackburnn@ssjpparish.com or at:

St. Patrick School
Attn: Nicholas Blackburn
412 N Jackson St.
Decatur, IL, 62523

Application deadline is Friday, March 17, 2023