PART TIME TEACHERS AIDE POSITION, HOLY NAME PRESCHOOL

Holy Name Preschool is looking for a responsible and competent person to join the team at our child centered, play based school. As a teacher’s aide you will work with students and perform additional tasks to support teachers in providing a comprehensive educational program. Our ideal candidate is industrious, cooperative, flexible and knowledgeable about educational best practices and child development.

Teacher’s Aide Duties and Responsibilities

* Assist with preparing materials for classroom activities and preschool events, as directed by teachers.
* Assist in classroom management, following school rules, policies and philosophies.
* Coordinate with classroom teachers to determine daily tasks.
* Participate in parent-teacher conferences as requested by teachers.
* Operate equipment including computers, printers, photocopiers and laminators.
* Attend staff meetings, professional development, and training sessions.
* Attend all school functions, such as programs, socials, field trips and open houses.

Work Hours, and Salary

7:30 AM-1:30 PM, Monday through Friday, with additional hours required at the first of each month and periodically throughout the year.

Salary is $14.00 per hour

Teacher’s Aide Requirements and Qualifications

* High school diploma or GED required
* Education or experience in early child hood preferred
* Strong collaboration skills; able to work well with a team
* Effective multitasker, can prioritize tasks based on importance and deadlines
* Must pass a background check and complete “Safe Environments Training” as required by the Arch Diocese of Anchorage Juneau.