

CRAWFORDSVILLE COMMUNITY SCHOOL CORPORATION
FORMAT FOR POSTING VACANT POSITIONS

Title of Position/Location:

Developmental Preschool Aide

Effective Date of Posting:

January 15, 2025

Application Instructions:

Please submit a CCSC Non-Teaching Application at [CCSC Non-Certified Application](#) to Heidi Plunkett, Director of Willson Preschool Academy, hplunkett@cville.k12.in.us

Application Deadline:

Until Filled

Job Description:

Developmental preschool aides are an integral part of the developmental preschool program at Willson School. In order to fulfill our goal of preparing preschoolers for kindergarten developmental preschool aides must be able to do all of the following:

- Lift 50 lbs
- Standing/walking for an extended amount of time
- Be able to stand from sitting on the floor multiple times a day
- Be active with children who may be a flight risk, use non-violent restraint to hold children as needed (training provided)
- Assist children with eating and drinking
- Assist classroom teacher with one-on-one and small-group instruction
- Assist with the preparation of any classroom materials
- Supervise young children at all times they are present in the building (classroom, restrooms, cafeteria, playground, busses, etc.)
- Diapering and restroom needs
- Any other assigned duties

Job Requirements:

Job Responsibilities:

- Ensure the safety of each child enrolled in the class in all environments at all times;
- Maintain regular observation and evaluation of children's development and progress as directed by the lead teacher;
- Assist in the implementation of age and developmentally appropriate classroom practices that will include the areas of physical, emotional, social, and cognitive needs of the children;
- Nurture positive relationships and communicate clearly with parents, guardians, families and co-workers;
- Assist daily maintaining the ordered arrangement, appearance, and cleanliness of the learning environment of the classroom;
- Follow safe and appropriate toileting, and handwashing practices and help children with all personal hygiene skills;
- Serve as a role model for the children in the areas of attitude, speech, and actions on a daily

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- basis;
- Encourage children’s development in the areas of building self-confidence, problem-solving, and taking responsibility for their actions;
 - Interact with each child on a daily basis through circle time, centers, snacks, lunchtime, playground, free play, etc.
 - Other duties as assigned by your supervisor;
 - Maintain confidentiality;
 - CPR/First Aid;
 - Complete professional development as directed by the director

Certification Requirements or Job Qualifications:

It is preferred but not required that this person would have a valid CDA (Childcare Development Associate). Background Check. TB & Drug test required. Ability to perform physical labor as needed for the position.

Position Start Date:

As soon as possible

Contact Information: (Name, Address Phone, Fax, Email)

Heidi Plunkett
500 East Jefferson Street
Crawfordsville, IN 47933
hplunkett@cville.k12.in.us

Posting Requested by :

Date:

Heidi Plunkett	1/15/2025
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Central Office Approval:

Date:

Dr. Brent Bokhart, Assistant Superintendent	1/15/2025
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