

Position: Tuition Preschool Aide

Job Summary: The Tuition Preschool Aide supports the implementation of preschool educational programs by assisting teachers in creating a nurturing and engaging learning environment. This role involves helping with classroom activities, providing individualized support to children, and fostering positive interactions with parents and caregivers. The aide also assists in conducting assessments, evaluations, and activities tailored to meet preschool-aged children's developmental and educational needs.

This position requires collaboration with teachers and staff to ensure the smooth operation of the classroom and the success of each child's early learning experience.

Qualifications/Minimum Requirements

1. High school diploma or equivalent.
2. Pleasant personality and neat appearance.
3. Able to work with and around children.
4. Ability to operate technology equipment.
5. Ability to maintain confidentiality.
6. Keyboarding skills.
7. Emotionally and physically able to perform duties required of the position.
8. Have a good command of the English language.
9. Have a basic knowledge of first aid and health procedures.
10. Possess general knowledge of office programs (email, Google).

Reports to: Building Principal and Early Childhood Director

Responsibilities**Classroom Support and Instruction**

- Assist in designing and implementing developmentally appropriate, activity-based learning experiences tailored to the needs of preschool-aged children.
- Support teachers in planning and conducting activities that promote children's physical, emotional, intellectual, and social development.
- Facilitate activities introducing early math and literacy concepts playfully and engagingly.
- Incorporate family resources, priorities, and concerns into the curriculum to enhance learning and development.
- Use assessment tools and procedures aligned with state and national guidelines, including the Illinois Early Learning Standards, to evaluate children's progress.
- Document observations and maintain child portfolios with samples of work, providing input to teachers on individual progress.

Health and Safety

- Ensure the classroom environment, including equipment and facilities, is clean, safe, and

well-maintained before, during, and after sessions.

- Supervise children at all times, including during transitions, outdoor play, rest time, bathroom breaks, and lunchtime.
- Assist with bathroom routines, including changing soiled clothing when necessary and following sanitary practices.
- Be familiar with and implement emergency policies to ensure the safety of all children.

Care and Interaction

- Provide nutritious snacks and lunches, including preparation, serving, and cleanup.
- Comfort and build children's self-esteem by fostering a nurturing and supportive atmosphere.
- Establish routines and offer positive guidance to encourage appropriate behavior.
- Engage in learning experiences with children to promote exploration, curiosity, and growth.
- Facilitate positive interactions among children and adults, recognizing and celebrating diversity as a strength within the classroom.

Environmental Preparation and Maintenance

- Prepare and maintain the learning environment, ensuring it is inviting, organized, and conducive to exploration.
- Set up and clean up art materials, ensuring children's artwork is stored appropriately.
- Organize and maintain classroom supplies, including sharpening pencils, cutting paper, and restocking materials as needed.
- Keep closets and storage areas orderly and accessible for staff.

Parent and Professional Collaboration

- Provide ongoing informal communication with parents, sharing observations and celebrating milestones as directed by the teacher.
- Discuss identified needs and concerns with appropriate professionals to ensure children receive the required support in collaboration with the classroom teacher.
- Actively participate in staff meetings, contributing ideas for goal setting, curriculum planning, and shared responsibility for all children.
- Promote early literacy and a love of learning by encouraging family involvement and providing resources.

Professionalism and Development

- Demonstrate familiarity with the Illinois Early Learning Standards and apply them in daily activities.
- Maintain active engagement in professional growth opportunities and reflect a

commitment to high-quality early education practices.

Terms of Employment: When school is in session, 8 hours per day.

Benefits:

- The O'Fallon Support Personnel Federation Collective Bargaining Agreement outlines the salary and benefits package, which includes insurance, pension, and paid time off.
- Professional development opportunities.
- Supportive and collaborative work environment.
- Opportunity to make a positive impact on the lives of students.