FOOTHILL COUNTRY DAY SCHOOL

Job Description

Position: Preschool Assistant (Part-Time)

Reports to: Preschool Director

Position Status: Part-Time, Non-Exempt

Schedule: Monday-Friday from 9:00 A.M. to 1:00 P.M.

Start Date: October 12, 2026

The School:
Founded in 1954, Foothill Country Day School is an independent, co-educational day school serving approximately 420 students from preschool-8th grade. As a safe, nurturing, and inclusive community, we are intentional about building and sustaining relationships with our colleagues and the students and families we serve. We are united in pursuing intellectual inquiry, academic excellence, integrity, and service to others. We inspire each student to become ambitious, compassionate, and courageous.

Summary:
Foothill Country Day School is currently seeking an energetic team player to join our team as a Preschool Assistant. The Preschool Assistant provides a safe, nurturing, and engaging environment for preschool children, works closely with teachers and staff, and supervises children through afternoon activities, play, snacks, and daily routines while ensuring their safety and well-being until they are picked up by their families. The Preschool Assistant helps maintain a clean, organized classroom, fosters positive relationships with children and families, and supports the smooth operation of the preschool program from arrival to the end of each school day.

Essential Duties and Responsibilities:

- Engage children in activities and play that are developmentally appropriate and stimulate their development
- Provide appropriate care giving routines for individual children and assist children with activities of daily school life
- Help create and maintain an environment that is attractive, clean, organized, safe, and developmentally appropriate and nurturing for children
- Help supervise students in classroom and outdoor settings, ensuring student safety at all times
- Enforce school and class rules to help teach students proper behavior
- Assist lead teacher in retrieving and distributing meals and snacks
- Provide meal and rest break coverage for teachers and preschool assistants
- Lock all classrooms and set alarm at the conclusion of after school duties

- Establish a professional level of rapport with each family in order to provide quality care and friendly service
- Maintain a professional self-image and project the values of the School at all times
- Attend meetings, in-services, workshops, and child development program functions

The ideal candidate will have the following educational and work background:

- 12 Early Childhood Education units required
- Infant/toddler and preschool experience preferred
- CPR/First Aid/Blood Borne Pathogens Certification or ability to obtain certification upon hire
- Infant/Toddler Certification

The ideal candidate will have the following skills and attributes:

- Understanding of Foothill's Mission and Core Values
- A patient and caring nature
- A desire to work with children and embrace their differences in learning and temperament and meet their individual needs
- Ability to engage in a collaborative and friendly working culture
- A congenial affect and a collaborative, team-oriented working style
- Possess a strong work ethic, be punctual, and have minimal absences
- Be mentally and physically capable of caring for a small group of children alone in a classroom or on playground

Physical Demands:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job:
    - While performing the duties of this job, the employee must be able to stand and bend over with ease, kneel, squat, lift up to 40 pounds, push, pull, and carry objects or children.

Salary Range:

$18-$21 per hour

Foothill Country Day School provides a competitive wage and an inviting, professional, and collegial working environment and is an equal opportunity employer and abides by all local, state, and federal laws in its interview and employment practices. Physical presence is an essential function of the job.

Interested candidates may apply at https://foothillcds.bamboohr.com/careers/56.