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Website: www.elconciliokzoo.org

Job Description

Position Title: Teacher Aide
Reports to: Preschool Director
Type: Full-Time

To apply, please send a resume and cover letter to geromin@elconciliokzoo.org

Position Summary:

La Escuelita Nuevo Horizonte is currently accepting applications for the position of Teacher Aide. The Teacher Aide will assist the rest of the teaching team as they move through daily routines, prepare for upcoming lessons, and maintain the safety and cleanliness of the preschool center.

Job Duties:

- Ensure the safety of the children in care and the classroom environment at all times.
- Interact with children in a respectful and positive manner.
- Assist other teachers in classroom instruction, behavior management, and assuring the overall well-being of the students and facility.
- Assist in the preparation of materials for future lessons and activities.
- Communicating with parents about their child.
- Assisting other teachers in preparing for parent teacher conferences.
- Attend required training hours throughout the year.
- Attend after school functions such as conferences, open house, and parent socials.

Requirements:

- Applicants must have a current CPR/First Aid Certification or agree to obtain one upon hire
- Applicants must be able to pass all applicable Background Checks
- Applicants must have at least a high school diploma or equivalent
- Have a negative TB test within one year prior to the date of hire or agree to obtain one upon hire
- Bi-lingual Candidates are preferred, but it is not a requirement

Hours and Compensation:

- The Teacher Aide position is a full-time benefit eligible position and pays \$15/hour.