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|  | Aberdeen Catholic School System                 |
|                                                                                   | Preschool Educational Assistant Job Description |

**EMPLOYMENT TERM:** School year only - 9 months

**REPORTS TO:** SonShine Patch Director and/or Principal

**REQUIREMENTS:**

**Qualifications:** Must be 18 years of age, enjoy working with children, and must be able to meet state licensing requirements. Previous experience working with children is desired, but not required.

**Other Requirements:** Commitment to the mission of the Aberdeen Catholic School System. Demonstrated interest and commitment toward the welfare of young people. Positive human relations skills toward both adults and children. Ability to supervise students in a variety of situations.

**Physical Requirements:** This position requires physical dexterity, the ability to frequently walk, stand, bend, stoop, and sit on the floor/small chairs. Must be able to occasionally lift up to 40 lbs.

**ESSENTIAL FUNCTIONS AND DUTIES:**

- Assist the teacher in day-to-day activities.
- Must be reliable and arrive on time.
- Must be flexible with schedules and work requirements.
- Communicates rules to children in a positive, acceptable manner.
- Develop relationships of mutual trust with co-workers and parents
- Assist with daily light cleaning responsibilities
- Must be able to work with children of differing abilities and ages.
- Perform routine supervisory duties such as lunchroom, playground, halls, and classroom.
- Perform other duties as assigned by the SonShine Patch Director and/or building Principal