



Position Title: Part-Time Early Childhood Aide

Job Code: 8300

Reports To: Director, Preschool Lab

Grade: C1

FLSA: Non-Exempt

Job Description:

The Part-Time Early Childhood Aide provides assistance to students and teachers in the Pre-School labs and is directly supervised by the Head and Assistant Teacher.

Duties & Responsibilities:

- Helps with delivery of age appropriate content for preschool children
- Supports teacher in necessary duties, including supervision of children during lunch, rest time and playground
- Performs various clerical tasks
- Performs other duties as assigned

Essential Personnel:

Non-essential

Minimum Requirements:

- High School Diploma
- Completion of Department of Children and Families 45-hour training
- DCF Clearance and Level 2 background and fingerprint clearance required

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name