



Position Title: Part-Time Preschool Teacher's Aide

Job Code: 8378

Reports To: Director, Preschool Lab

Grade: W4

FLSA: Non-Exempt

Job Description:

The Part-Time Preschool Teacher's Aide assists students and teachers in the preschool lab and is supervised by the Head and Assistant Teacher.

Duties & Responsibilities:

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

Essential Personnel:

Non-essential

Minimum Requirements:

- Minimum one (1) year of college from a regionally accredited institution and one (1) year experience working in an educational environment with children or State FCCPC (Florida Childcare Professional Certificate) certificate and four (4) years of experience.
- Completion of Department of Children and Families 45-hour training
- DCF and MDC fingerprint clearance are required

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name