



POSITION DESCRIPTION

Title of Position: Teacher Aide

Classification: Hourly, up to 1,100 hours per school year

Position Function: Assist teacher with lesson preparation, classroom management, program administration and instruction of students enrolled in SONshine Preschool, a quality faith-based pre-kindergarten program.

Primary Responsibilities:

1. Under the direction of the teacher:
 - a. Assist students in one-on-one, small group, and large group settings with a variety of learning activities inside and outside the classroom.
 - b. Assist students with personal and physical needs as appropriate.
 - c. Assist teacher with classroom management and supervision.
 - d. Assist teacher with building management/supervision plans.
 - e. Assist teacher with preparation, production, organization, and display of instructional materials, clerical tasks, and recordkeeping.
 - f. Build rapport with each student and serve as a role model.
 - g. Report to the teacher information regarding students, safety of students, or a situation about which the teacher should be informed.
 - h. Perform on-the-spot problem solving as needed.
2. Administration
 - a. Participate in and contribute to SONshine staff meetings and professional development activities.
 - b. Lead and/or assist with operational activities and events as assigned. See Appendix for annually-updated distribution of standard tasks.
3. Personal
 - a. Consistently demonstrate a positive attitude. Be open and adaptable to change.
 - b. Work cooperatively and respectfully with the board, preschool director, teacher, parents, Oskaloosa Christian School staff, and other constituents.
 - c. Maintain confidentiality of sensitive information.
4. Perform other duties as needed and/or assigned by the teacher or director.

Reports to: SONshine Preschool Director

Evaluation of Performance: Annual written evaluation conducted by the preschool director with input from the teacher in January/February.

Minimum Qualifications:

- Preferred to hold: Child Development Associate Credential (CDA), paraprofessional license, AA or BA degree, but not required
- Possess an understanding of Statewide Voluntary Preschool Program (SWVPP) requirements and Iowa Quality Preschool Program Standards (IQPPS)
- Demonstrate and articulate Christian faith.

Last updated: Feb 2025