

ERIE CATHOLIC SCHOOL SYSTEM
JOB TITLE: PRESCHOOL AIDE
REPORTS TO: PRINCIPAL
POSITION STATUS: FT AND NONEXEMPT

Position Summary:

The individual in this position is responsible for ensuring a positive and safe learning environment and assisting the teacher in carrying out all classroom duties. This may include providing support in imparting instructions or managing behavior and the needs of students outside the classroom.

Required Qualifications:

- High school or GED diploma
- Commitment and ability to work with children
- Excellent written and verbal communication skills
- Strong organizational and planning skills in a fast-paced environment
- Ability to work with a wide range of personalities and backgrounds

Desired Qualifications:

- Associate's degree in a related field
- College credits

Essential Functions and Responsibilities:

- Assist teachers in planning, designing and implementing curriculum
- Provide assistance in preparing lesson plans
- Impart classroom instruction in accordance with lesson plans
- Supervise and manage students' behavior and needs in and out of the classroom
- Assist students with carrying out classroom activities
- Implement age appropriate activities and monitor safety throughout
- Communicate progress and observations to parents as directed by the teacher
- Help maintain student records and perform other clerical tasks
- Assist in maintaining a clean and organized classroom
- Ensure sanitation of all surfaces, equipment and toys
- Assist students in social skills development
- Operate equipment such as projectors and computers for instructional purposes
- Maintain appropriate classroom discipline and decorum
- Consistently reinforce the instruction taught to students
- Maintain confidentiality in accordance with FERPA and abide by all Diocesan policies and procedures
- Perform other related duties as assigned

Performance Factors/Job Competencies:

- Must be able to pleasantly communicate, both orally and in writing, and to explain complex instructions in an easily understandable fashion.
- Must maintain a positive and enthusiastic attitude with students, parents and staff.
- Must be able to work effectively in a collaborative team and fast paced environment.
- Must be flexible and able to tolerate many situations and personalities.
- Must have verbal skills to communicate effectively with the students, families and staff.
- Must demonstrate adherence to the highest moral standards at all times.

Work Environment: This job operates in a school. Incumbent must be able to stand for extended periods of time.

Physical Demands: (% of time)

Standing: Frequently (>80%)

Sitting: Occasionally (<20%)

Lifting: 0-20lbs. Frequently (>80%); 20-50 lbs. Occasionally (<20%); Over 50 lbs. Rarely (<10%)
Travel: Rarely (<10%)
Pushing/Pulling: Often (30-60%)
Manual Keying/Data Entry: Occasionally (<20%)

Property and Confidentiality Requirements:

All property, including intellectual property, materials, equipment or actual products and services developed or accrued as part of the job duties and responsibilities listed above is the property of the Erie Catholic School System. It may not be used for personal profit or gain and will be relinquished to ECSS upon termination of employment from ECSS. In addition, the person employed in this position shall maintain confidentiality with regard to the personal and private information about students, families, faculty, co-workers, administrators, programs and services, and any other proprietary information accrued as a result of ECSS employment or as required by applicable state or federal laws and regulations.

Note: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Dear Applicant,

We appreciate your interest in the Erie Catholic School System. In order for us to process your application, we need the following documents to be sent along with your application.

Please use this list as a checklist before submitting your application.

Required documents:

****Only candidates that have submitted all required documents will be considered for employment.***

1. Application
2. Resume
3. Teacher Certification (If applicable)
4. Degree/School Transcripts
5. Pastor/Character Recommendation Form
 - *If Catholic - [Pastor Recommendation Form](#)
 - *If Non-Catholic - [Character Recommendation Form](#)
6. Act 34 Pennsylvania State Police Criminal History Clearance
7. Act 151 Pennsylvania Child Abuse History Clearance
8. Act 114 FBI Criminal History Report (Fingerprint Clearance)
9. Act 24 Arrest/Conviction Report
10. Act 126 Pennsylvania Mandated Reporter Training Certificate
11. Act 168 Sexual Misconduct/Abuse Disclosure Release Form

After your file is complete and reviewed, you will be notified regarding the status of your application.

For more information go to www.eriecatholic.org/careers and click on [Common Requirements Section](#)