



Job Description

Position: Preschool Teacher Aide – Floater

FTE: .4 (16 hrs/week)

Pay Rate: \$16.00/hour

Vision: A community that works collaboratively to ensure that all children and families have access to early education, behavioral and mental health services to improve their well-being.

Mission: Old Mill Center for Children and Families (OMCCF) is a community-based, family-oriented center empowering children and families of diverse backgrounds to optimize their potential through specially designed education and therapy programs.

Position Summary: The Teacher Aide - Floater is part of the Preschool Classroom and will assist the Lead Teacher with instructional activities and non-instructional tasks (including nap time) during classroom time, as well as participate in staff meetings as indicated. The Teaching Aide1-Floater will work under the supervision of the Lead Teacher and Preschool Manager.

Qualifications and Experience: The Teacher Aide-Floater will possess a strong interest in early childhood education, a willingness to work towards a Step 4 or higher in the Oregon Registry Online (ORO), and be able to demonstrate the following: ability to respond appropriately to each child's developmental levels, to support each child's self-respect and to establish clear limits for behavior; ability to form positive relationships with children and adults; an ability to accept supervision, follow instructions, work independently and work as part of a team.

Responsible to Whom: Reports directly to the Preschool Lead Teachers and Program Manager.

Responsibilities for Children's Educational Program

1. Support children through "routine" times: mealtimes and clearing their places; brushing teeth, hand washing and "bathrooming".
2. Supervise children during self-selected activities, rest, and outside activities.
3. Assist in monitoring progress on classroom and IFSP goals and objectives.
4. Assist in planned small group activities.
5. Assist in setting up for children's activities, snack, and lunch.
6. Maintain room and equipment, including sanitizing classroom and toys.
7. Participate in classroom team meetings and Center staff meetings.
8. Maintain the confidentiality of all client information.

Professional Standards:

1. Maintain a positive job attitude including positive team behavior (e.g., willing to pitch in, problem solving attitude, positive communication style, etc.)
2. Maintain and update CPR certificate/Food Handler's card, Oregon Child Care approved health and safety training, safe driving record and required auto liability insurance.
3. Grooming as appropriate for the job.
4. Report at regular working hours, be punctual and use an appropriate work ethic.
5. Participate in staff development activities and staff meetings for Preschool and OMCCF.
6. Maintain state Child Care Division regulated training by establishing and maintaining an ORO account and completing the necessary 24 hours of training each ORO calendar year.
7. Follow established standards, policies, and procedures of OMCCF.
8. Obtain an "R" number through Central Background Registry.
9. Develop a professional development plan that will support becoming a Step 4 on ORO, if applicable.