

St. Paul's Tiny Tim's Child Development

Pre School Aide

POSITION NAME: Preschool Aide	PARISH: St. Paul Catholic Church
REPORTS TO: Pastor or designee	EFFECTIVE DATE:
CLASSIFICATION: non exempt	APPROVED:

EMPLOYEE OFFERED/WORKING POSITION:

Supervisor: The Pre School Aide reports to the Pastor or his designee as their immediate supervisor.

Position Summary of Duties:

The Pre School Aide is responsible for familiarizing one self and adhering to all policies and procedures of the Diocese of Gary Protecting God's Children and that of the Saint Paul Standard of Excellence. The Pre School Aide assists in various responsibilities related to the care of the children attending Saint Paul's Tiny Tim's Child Development.

ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES

MAJOR RESPONSIBILITIES AND REGULAR ACTIVITIES

Opening Duties:

1. Prepare snacks for all designated snack times.
2. Clean up facilities after snack time, as directed following set sanitary protocol.
3. Check and finish preparations of any crafts.

Nap Time Duties:

1. Clean the tables after class and place chairs on the tables.

Closing Duties:

1. Help prepare crafts.
2. After the last child leaves stack chairs on the tables.
3. Make sure toilets are flushed and faucets are off.

Additional Responsibilities:

1. Maintain building security. Preschool room is locked after all children have arrived.
2. Always maintain and follow safe working procedures.
3. Follows the Tiny Tim's Preschool Schedule for additional responsibilities.

II Mission

1. Support, upholds, and maintains the Mission of the Diocese of Gary and Parish and serves as a role model of the church/school in a positive manner and in all business interactions within the church/school and to the outside community. Demonstrates loyalty and pride in the church/school, its employees and departments

2. Respects and safeguards the confidentiality of information regarding parishioners, customers, co-workers and the church, and holds others accountable to the same standard.
3. As a leader within the church, projects a professional and caring demeanor in interactions with all.
4. Takes responsibility for maintaining a clean, neat and orderly environment. Uses equipment, supplies and other materials with a focused effort to stewardship and reducing waste.
5. Demonstrates an attitude of teamwork when interacting with others within or outside the church. As such, consistently displays respect for self and for others in manner (body language, dress), word (spoken language) and action (behavior).
6. Takes ownership of job responsibilities by initiating prompt and appropriate action/follow-up in all areas. Insures appropriate and timely resolutions to situations.
7. Exhibits resourcefulness and Initiative in anticipating and meeting the needs of others in a pro-active manner. Encourages and empowers subordinates to perform in the same manner.
8. Welcomes suggestions and new ideas as an opportunity to learn, grow and improve services.
9. Promotes and supports the change effort through accurate and timely communication, flexibility and acceptance.

SPECIFIC JOB SKILLS:

Good interpersonal skills and organizational skills.

EDUCATION AND/OR EXPERIENCE:

Trade school or High School diploma

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is required to stand, walk, stoop, finger, talk, reach, feel, sit, climb, grasp, hear and perform repetitive motions of the hands/wrists. Lifts and moves items up to 30 pounds.

JOB CONDITIONS:

Work week Tuesday and Thursday will be the norm. Total scheduled hours of work per week, shall not exceed ten (10) hours. *The physical demands and work environment characteristics described above are representative of the physical capabilities that must be met by an employee and the working conditions that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

SUPERVISES: ---

Employee Signature

Date