



FOOTHILL COUNTRY DAY SCHOOL

Job Description

Position: Preschool Assistants (2)

Reports to: Preschool Director

Position Status: Part-Time, Non-Exempt

Schedule: Monday-Friday from 11:00 A.M.-5:00 P.M.

Start Date: August 21, 2023

Essential Duties and Responsibilities:

- Engage children in activities and play that are developmentally appropriate and stimulate their development
- Enforce school and class rules to help teach students proper behavior
- Establish a professional level of rapport with each family in order to provide quality care and friendly service
- Maintain a professional self-image and project the values of the school at all times
- Provide appropriate care giving routines for individual children and assist children with activities of daily school life
- Help supervise students in classroom and outdoor settings, ensuring student safety at all times
- Help create and maintain an environment that is attractive, clean, organized, safe, and developmentally appropriate and nurturing for children
- Assist lead teacher in retrieving and distributing meals and snacks
- Provide meal and rest break coverage for teachers and preschool assistants

The ideal candidate will have the following educational and work background:

- Associate of Arts degree in Child Development or related field from an accredited college with a minimum of 12 Early Childhood Education units
- Infant/toddler and preschool experience preferred
- CPR/First Aid/Blood Borne Pathogens Certification or ability to obtain certification upon hire
- Infant/Toddler Certification

The ideal candidate will have the following skills and attributes:

- Understanding of DEI and its centrality to Foothill's Mission and Core Values
- A patient and caring nature

- A desire to work with children and embrace their differences in learning and temperament and meet their individual needs
- Ability to engage in a collaborative and friendly working culture
- A congenial affect and a collaborative, team-oriented working style
- Possess a strong work ethic, be punctual, and have minimal absences
- Be mentally and physically capable of caring for a small group of children alone in a classroom or on playground

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee must be able to stand and bend over with ease, kneel, squat, lift up to 40 pounds, push, pull, and carry objects or children.

Salary Range:

\$16-\$19 per hour

Foothill Country Day School provides a competitive wage and an inviting, professional, and collegial working environment and is an equal opportunity employer and abides by all local, state, and federal laws in its interview and employment practices. Physical presence is an essential function of the job.

Interested candidates may apply by sending a cover letter and resume to Katherine Torres, Human Resources Manager, at ktorres@foothillcds.org.