



South County Pre-Kindergarten Co-Op

Job Title:	Pre-K Teacher's Aide	Job Category:	Early Childhood Education
Location:	3789 Queen Anne Bridge Rd Davidsonville, MD 21035	Travel Required:	None
Level/Salary Range:	To be discussed	Position Type:	Part-time
Contact Person:	SCPC President	Contact Email:	southcountyprek@gmail.com

Applications Accepted By:

EMAIL:

southcountyprek@gmail.com
Subject Line: SCPC Teacher Application

MAIL:

South County Pre-K Co-Op
P.O Box 160
Davidsonville, MD 21035

Job Description

ROLE AND RESPONSIBILITIES

To act as a Teacher's Aide, assisting the Teacher and other Aide(s) for all classes. Example responsibilities include:

- Helping the Teacher with setup before or after class
- Greeting students and parents during drop-off and pick-up
- Helping ensure a clean, safe environment for the students and staff throughout the day
- Do assigned tasks and projects by the Teacher during classes
- Assist the students during crafts, activities, open play and circle time
- Help oversee students when on the playground equipment
- Attend field trips and other school-related events

The Teacher's Aide will be allowed the following benefits:

- Leave with Pay; seven days of sick and emergency leave per school year
- Compensatory Leave; three days of personal/professional leave per school year
- Holidays; school closings for all holidays that are generally observed by the Anne Arundel County Public School System

QUALIFICATIONS AND EDUCATION REQUIREMENTS

At least two years of experience in early childhood education
Participated in current first-aid and CPR training

EXPECTED HOURS:

Annual school year, to include August through May
Mondays, 8:30am – 3:00pm
Tuesday – Friday, 8:30am to 12:00pm

*additional afternoon hours may become available on Wednesdays, but is not currently scheduled for next year

Received By:		Date:	
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