

# Preschool/Elementary Aide



**Department:** Children's School at Stephens College

**Type:** Full-time, 9 months

The Children's School at Stephens College (CSSC) is looking for a preschool/elementary classroom teacher's aide who wants to help children discover a lifelong love of learning through the arts and sciences.

The classroom aide will assist classroom teachers in daily tasks. He or she will also have responsibilities in supervising children during lunch and recess. This position is located in both a preschool and elementary setting.

## Essential Responsibilities and Duties:

- Prepare student material described by the teacher.
- Assist in classroom organization.
- Implement classroom and school policies, rules, and/or regulations.
- Supervision for non-classroom settings such as lunchroom/playground supervision.
- Perform other duties as necessary to support the mission and vision of The Children's School at Stephens College.

## Minimum Qualifications:

- High school diploma
- Prior experience in a school setting and/or working with young people.
- Flexibility in doing many different kinds of activities.
- Positive human relations skills.

*Stephens College offers excellent benefits, including vacation/holiday/sick pay, health/dental/life insurance, tuition waiver and College-paid retirement plan.*

## To Apply:

Qualified applicants must complete an on-line [Stephens College application](#) with the following:

- A cover letter that describes how the applicant's qualifications and experience align with the job description
- Current Resume
- Names of at least three references with contact information

Review of applications will continue until the position is filled. Employment will require a criminal background check.

*EOE. A diverse community on campus is valued.* | **Smoke-free campus**