



*The mission of Our Lady of Perpetual Help School and faith community is to provide a Catholic education that fosters a relationship with God and enables students to become confident, lifelong learners.*

# Pre-K Aide

## Position Summary

We are seeking an experienced and responsible Pre-K Aide to join our team. The Pre-K Aide is a support for the Pre-K teachers by offering instructional and logistical support.

## Position Responsibilities

**The part-time Pre-K Aide reports to the teachers in their classrooms by 7:30 A.M. on every scheduled school day. On a daily basis the Aide:**

- Escorts the Pre-K students from before care at 7:40 to the classrooms across the Parking Lot and proceeds to greet the other arriving students and assist with putting up their belongings.
- The school office personnel contacts the Aide with students checking in late and walks them into the building.
- Observes/participates in morning groups, e.g. calendar and job assignments and assists each teacher with classwork as needed and/or requested.
- Walks students to and from Creative Arts classes.
- Makes copies/cuts/staples/laminates as requested.
- Texts/calls maintenance if repairs and/or immediate janitorial services as needed.
- Replaces paper towels in classroom and kitchen.
- Restocks cleaning supplies and office supplies for each classroom from the main building.
- Places office supply and snack orders with Mrs. Haimelin as needed or per teacher request.
- Assists students with personal hygiene issues.
- Assists students with lunch in the cafeteria. Sweeps the floor and cleans tables after students have finished.
- Assists teachers with laundering nap blankets and wipes nap pads with antibacterial wipes, cleans students cubbies and shelves in the middle room during school breaks or Administrative Work Days.
- Other assignments as requested by teachers.

## Why Work at OLPH?

Our Lady of Perpetual Help is committed to providing an education that fosters the realization that each person's relationship with God, self, and others is a lifelong process. Recognizing the uniqueness and potential of our students, students attain academic excellence through a curriculum which promotes spiritual, intellectual, social and physical growth. We dedicate ourselves to preparing the students to live in an ever-changing society. We strive to motivate the students to employ Christian principles in using their talents to serve the needs of others. We encourage a free exchange of ideas and opinions among students, parents, and teachers. We seek to instill a sense of continuity with the past and commitment to the future.

## To Apply for this Position

Submit resume with cover letter to Dr. Caroline Carlin at [ccarlin@myolph.com](mailto:ccarlin@myolph.com)