Teacher’s Aid Duties

Start of the day:

-Retrieve water bottles from the downstairs fridge and place them on the tables

-Greet children as they enter

-***Help children check-in*** hang up coat, etc., move name marker to check in board, help write name on white board and put school box on their desk.

Help pick up messes during the school day

- clean up and organize toys with kids (to help teach kids to put things back where they found them)

- Keep tables cleaned off between projects

- Sweep playdoh as we play- so it doesn’t end up on all our shoes and carpets

End of the day:

-Clean off all classroom tables well with warm water and soap and/or Clorox Wipes

-Wash chairs at the tables

-Wash, fill and dry off water bottles and put them in the fridge downstairs

-Wash any dishes and clean paintbrushes when needed

-Sweep the floors

-Spot mop as needed for messes, large mop to pick up water spills (Mop the classroom-if needed)

-Vacuum all the carpets

-Check bathrooms:

 -clean off sink, and toilet (handles, knobs and light switches too) with a Clorox wipe

 -clean mirror if dirty (1 in each bathroom and one in the play area)

Other duties

-Keep children safe

-keep children on task

-help with noise control

-help with discipline

-Assist with snack preparation, distribution and clean up

-Play with them during free play if time is allotted (Play is a great learning tool)

-Assist in the Bathroom when needed (help wipe, show how to flush, wash hands, etc)

-Check for mail for us in backpacks and then load backpacks at the end of the day- put mail from the mailboxes into backpacks (if tuition checks put in pocket on the church office door).

Example of helpful discipline:

Instead of yelling across the room, “Stop that,” use Proximity- go over to the child, touch his/her shoulder to get their attention or to redirect. Calmly and quietly respond to the child- example “Please use your inside voice, Joe.”

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