


**Job Title:** **Preschool Aide**  
**Department:** Developmental Preschool Program  
**Location:** 145 Ululani Street  
 Hilo, HI 96720  
**Reports To:** Preschool Lead Teacher  
**FLSA Status:** Non-Exempt  
**Prepared By:** Lorraine Davis, Chief Operations Officer  
**Prepared Date:** 11/9/2009  
**Revision Number:** 3  
**Revision Date:** 3/30/2015  
**Revision Date:** 11/13/2012  
**Revision Date:** 01/24/2025  
**Reviewed By:** Michelle Flemming (Child Ca Director)  
 Ashley Coleman (HR Administrator)  
**Approved By:** Kathleen McGilvray, Chief Executive Officer   
**Approved Date:** 3/30/2015

**Summary** The Preschool Teacher Aide performs a combination of the following instructional tasks in the classroom to assist teaching staff.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

Performance Appraisal  
 Date of Appraisal: \_\_\_\_\_

| #  | Essential Duty and/or Responsibility   | UN | SA | EX | Comment |
|----|--|----|----|----|---------|
| 1. | Upholds and furthers the mission of the YWCA of Hawaii Island which is dedicated to eliminating racism, empowering women, and promoting peace, justice, freedom, and dignity for all.                  |    |    |    |         |
| 2. | Assists teacher or other staff with preparation, and implementation of individual and group activities to stimulate growth in language, social, emotional, and motor skills of the preschool children. |    |    |    |         |
| 3. | Works with staff and children assisting with implementation of planned curriculum and activities.  |    |    |    |         |
| 4. | Helps to maintain and prepare supplies and   |    |    |    |         |

| #  | Essential Duty and/or Responsibility  | UN | SA | EX | Comment |
|----|---|----|----|----|---------|
|    | equipment as requested and as necessary.  |    |    |    |         |
| 5. | Demonstrates warm supportive attitude and interactions with children through body and verbal language.  |    |    |    |         |
| 6. | Works cooperatively as a team staff member.   |    |    |    |         |
| 7. | Helps maintain an environment that is appropriate for preschool children.   |    |    |    |         |
| 8. | Provides clerical assistance as assigned.   |    |    |    |         |
| 9. | <p>Per requirements of DHS Registry for licensed center-based child care providers, on-going training shall be completed annually and consisting of 16 hours in at least 2 of the following approved topic areas:</p> <ol style="list-style-type: none"> <li>1. Physical of the young child</li> <li>2. Care of the sick child</li> <li>3. Child Nutrition</li> <li>4. Child growth and development</li> <li>5. Learning activities and play</li> <li>6. Family engagement</li> <li>7. Managing challenging behaviors</li> <li>8. Prevention of child maltreatment and abuse</li> <li>9. Children with special needs</li> <li>10. First aid and child cardiopulmonary resuscitation</li> <li>11. Health and safety</li> <li>12. Child care business or program management</li> <li>13. Community resources, and</li> <li>14. Safe sleep training (require if caring for children who are less than one year old)</li> </ol> <p>For non-credit bearing on-going training completed to be recognized, a copy of a certificate issued from the training organization or trainer for each training, needs the following information:</p> <ol style="list-style-type: none"> <li>1. Name/title of the training</li> <li>2. Organization/source providing the training</li> <li>3. Date of training</li> <li>4. Number of training hours completed</li> </ol> |    |    |    |         |

| # | Essential Duty and/or Responsibility  | UN | SA | EX | Comment |
|---|---|----|----|----|---------|
|   | 5. Name of the trainee, and<br>6. Name and signature of the trainer<br><br>For credit-bearing on-going training completed, a copy of the college transcript shall be submitted to HR and the PATCH Registry office. PATCH will review the transcript for acceptance in meeting the proposed on-going training requirement.<br><br>*All trainings and college transcript should be submitted to the YWCA HR department |    |    |    |         |

Key: UN – Unsatisfactory; needs work – consistently requires items to be reworked, re-educated, re-trained. Cannot let the employee work independently. Each UN requires a plan of corrective action to be attached to the performance appraisal.

SA -- Satisfactory; does the job as expected. The employee is doing as instructed and can work independently with little rework, re-education or re-training.

EX -- Exceeds expectations. The employee consistently does more than expected. As supervisor, you consider allowing this person to take the lead on some projects you believe the employee would excel in. Each EX should have a comment about why the person got an EX.

### Supervisory Responsibilities

This job has no supervisory responsibilities.

### Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

1. Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
2. Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
3. Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
4. Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

5. Diversity - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; educates others on the value of diversity; promotes a harassment-free environment; Builds a diverse workforce.
6. Ethics - Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
7. Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
8. Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.
9. Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
10. Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
11. Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals. Completes tasks on time or notifies appropriate person with an alternate plan.
12. Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and/or Experience**

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

## **Other Qualifications**

- Must be at least 18 years old.
- Must be eligible to meet the requirement of the Teacher Level in the Licensing Matrix for Group Child Care Centers.
- Must have current TB clearance.
- Must be presently or willing to register by fingerprinting with the Department of Human Services.
- Must be certified in infant/child first aid including rescue breathing the first aid for choking after hire.
- Must have physician's clearance to perform duties.
- Must have a clean criminal background/record check.
- Must pass a pre-employment drug screen.
- Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions of this position.

## **Language Skills**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

## **Mathematical**

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

## **Reasoning Ability**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variable in standardized situations.

## **Computer Skills**

None required.

## **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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk; stoop, kneel, crouch, or crawl and talk and hear in order to communicate to children at the child's eye level, to interact with children and to pick up the toys and equipment from the floor. The employee is frequently required to sit; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance taste or smell. The employee is must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 70 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. Must perceive the nature of sounds by the ear.

While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is frequently required to sit and use hands to finger, handle, or feel. The employee is occasionally required to stand; walk and reach with hands and arms. The employee must occasionally lift and/or move up to 70 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; toxic or caustic chemicals and outside weather conditions. The noise level in the work environment is usually moderate.

*The above information on this description has been designed to indicate the general nature and level of work performed by an employee in this classification. It is not to be interpreted as a comprehensive inventory, or all duties, responsibilities and qualifications of employees assigned to this description. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions of this position.*

Employee Signature: \_\_\_\_\_

Employee Printed Name: \_\_\_\_\_

Date : \_\_\_\_\_

YWCA of Hawaii Island

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*Performance Appraisal:*

*I have had an opportunity to discuss the ratings on this job description with my supervisor. The next steps course of action, if needed, are attached to this appraisal. Any additional comments I have are listed below:*

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*Employee Signature:* \_\_\_\_\_

*Employee Printed Name:* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Supervisor Signature:* \_\_\_\_\_

*Supervisor Printed Name:* \_\_\_\_\_ *Date:* \_\_\_\_\_

*CEO Signature:* \_\_\_\_\_

*CEO Printed Name:* \_\_\_\_\_ *Date:* \_\_\_\_\_