



## **Pre-Kindergarten Aide, part-time, Saint Boniface School, Cold Spring, MN**

Saint Boniface School in Cold Spring, MN is seeking a part-time Pre-Kindergarten Aide. The position follows the 2024-2025 school year calendar.

**The position will begin on January 13, 2025.**

Position hours:

Monday through Wednesday, 11:00-3:30 PM

Thursdays, 7:30-12:30

Fridays 11:00 AM to 3:30 PM on Fridays

-\$15/hour

-Bonuses available after 30 days

-Positive & supportive environment

-Minimal discipline issues

Send letter of intent, 3 letters of recommendation, resume, and transcript to Heather Pfannenstein at: [principal@christcatholic.com](mailto:principal@christcatholic.com)

### **Job Description**

#### **Responsibilities**

1. The pre-kindergarten aide works under the supervision of the pre-kindergarten teacher and the elementary principal.
2. The aide is responsible for fulfilling all duties as assigned by the pre-kindergarten teacher and approved by the elementary principal.

#### **Personal**

1. The hours for the pre-kindergarten aide position shall be determined by the principal each year and based on enrollment in each section.
2. The pre-kindergarten aide shall dress in a professional manner conducive to working with early childhood children.

3. The pre-kindergarten aide shall respect the confidentiality of children and families and any private information relating to the pre-kindergarten children at Saint Boniface.

### **Supervision and Safety**

1. The pre-kindergarten aide is responsible for assisting in the supervision and safety of all pre-kindergarten children as directed by the pre-kindergarten teacher.
2. In the absence of the pre-kindergarten teacher, the pre-kindergarten aide is responsible for all areas of supervision and safety as listed under the job description of the pre-kindergarten teacher.

### **Classroom Management and Discipline**

1. The pre-kindergarten aide is responsible for becoming acquainted with the discipline plan and implementing that plan under the direction of the pre-kindergarten teacher.
2. The pre-kindergarten aide shall encourage participation by the children in the responsibilities of clean up and care of equipment.
3. The pre-kindergarten aide shall be responsible for other management duties as directed by the pre-kindergarten teacher.

### **Professional Development**

1. The pre-kindergarten aide shall be responsible for maintaining current first aid and CPR certification and other required training hours.
2. The Pre Kindergarten aide shall have a background study done upon employment as mandated by Minnesota State Law.