



SMRPD's Mission Statement - "To promote community well being through programs and activities that protect, preserve and enrich the canyons' heritage, open space and unique way of life."

P.O. Box 8, Silverado California 92676 • www.smrpd.org

PRESCHOOL AIDE JOB DESCRIPTION

Effective May 2022

The Silverado Modjeska Recreation and Park District (SMRPD) is a local government special district established by the Orange County Board of Supervisors in 1961. Our purpose is to provide a well-rounded, wholesome program of recreation and leisure time activities for residents of the County's canyon areas, which includes Silverado, Ladd, Black Star, Williams and Modjeska canyons. SMRPD owns and/or operates five facilities: two community parks, two community centers and a children's center with two buildings on land leased from Orange County Parks.

SMRPD is currently looking for a Preschool Assistant Teacher at the Silverado Children's Center. This position is part time (non-exempt). Position hours: 6-20 hours/week. Shifts available are: 8 AM to 12 PM or 2 PM to 5 PM.

The school is located at 7525 E. Santiago Canyon Road, Silverado, CA 92676 and operates 5 days a week Mondays through Fridays.

About Silverado Children's Center:

Silverado Children's Center (SCC) is located in the canyons of the Santa Ana Mountains in eastern Orange County, California. A program of the Silverado Modjeska Recreation and Parks District (SMRPD), SCC offers an emergent curriculum that incorporates an appreciation of nature's handiwork, care for living creatures, and a solid respect for the environment.

SCC provides a year-round, nature-based experience for children ages 2 to 6. Our location is conveniently located to most regions in Orange County along one of the most scenic roads in our area and provides a true environmentally authentic environment for our children.

Learn more at www.silveradochildrenscenter.com

About the Preschool Aide Position:

SCC is looking for enthusiastic Preschool Aides to join our energetic, adventurous, creative and caring staff. Applicants **MUST** have a love for small children (ages 2-6), animals, the outdoors, and be a team player.

Preschool Aides help prepare our classrooms and play yards for daily activity, as well as support our teachers with various tasks. While the role's primary functions are "behind-the-scenes" support, there ARE daily opportunities to assist in the classroom and interact with students.

This position is perfect for a high school graduate considering a position in the field of Early Childhood Education, or anyone looking for a part-time, consistent schedule. The ideal candidate is friendly, supportive and professional.

Responsibilities

- AM Shift: (8 AM – 12 PM) *4 hours*
 - Open blinds, lights on, thermostat set for opening in all classrooms
 - Ensure animals are fed and water is available
 - Empty dishwasher, distribute water bottles to appropriate classrooms
 - Play yard walk through opening (sweep paths and uncover furniture)
 - Set up check-in kiosks to sign in students (assist with sign-in as needed)
 - Wipe down/disinfect picnic tables & kitchen counters (before snack, after snack, before lunch)
 - Prepare, distribute and clean up snack for all classrooms
 - Maintain kitchen (keep it organized, clean & handle inventory assessment as needed)
 - Weekly fridge cleanout/disinfect
 - Prepare nap beds
- PM Shift: (2 PM – 5PM) *3 hours*
 - Clean up/put away nap beds (& disinfect weekly)
 - Wipe down/disinfect picnic tables & kitchen counters (before snack, after snack)
 - Prepare, distribute and clean up afternoon snack
 - Laundry (towels or nap bedding) as needed
 - Maintain nap bed storage (keep areas organized & clean)
 - Maintain laundry room supply closet (organized & inventory assessment)
 - Load water bottles into dishwasher & start
 - Play yard walk through closing (sweep paths, cover furniture, all materials back to appropriate storage areas)
 - All trash to dumpster
 - Close blinds, lights off, thermostat set for closing
- Both Shifts - ongoing:
 - Daily playground walkthrough wildlife and debris safety check (snakes, spiders, fallen branches, etc.)
 - Maintain classroom art & materials closets as assigned (keep them organized & handle inventory assessment as needed)
 - Water plants as scheduled by Garden Club
 - Assist teachers as needed with administrative support: creating student files, prepping materials for an activity, etc.
 - Ensure restrooms are consistently clean, stocked with toilet paper/paper towels
 - Assist in general housekeeping chores, animal care and playground upkeep
 - Attend staff meetings and school events as required
 - Respond to emergency calls according to protocol

Skills

- Thrives with a consistent schedule of checklist-based tasks
- Ability to relate positively to young children, families and staff
- Cool-tempered, friendly and reliable
- Balance between a creative mind and practical judgement
- Ability to work in an outdoor environment that includes heat/cold, insects, reptiles and local wildlife

Requirements:

- Certification in Child CPR and First-Aid
- Valid fingerprint clearance that has been submitted through Community Care Licensing
- Proof of immunization upon hiring