

Preschool Aide

Montgomery Methodist Children's Center

28325 Kemptown Road, Damascus, MD 20872

Description

We are looking for a qualified preschool classroom aide who:

- will consider at all times the well-being of each child,
- is ready to contribute to the harmonious functioning of the Children's Center, and
- is passionate about teaching from a Christian worldview.

Requirements

The following are the requirements of the Maryland State Board of Education, Sec. 13a.16.06.12. Aide in Preschool Centers.¹ An asterisk next to the requirement indicates that the preschool coordinates or otherwise offers the required training. In addition to the State Education requirements, MMCC requires aides to be a Follower of Jesus Christ passionate about teaching from a Christian worldview.

A. To qualify or continue to qualify as a child care aide in a preschool center, an individual shall:

- (1) Be 20 years old or older;*
- (2) Work under the direct supervision of the staff person in charge of the group of children to whom the aide is assigned; and
- (3) Effective January 1, 2020, have completed approved basic health and safety training within 90 days of employment.
- (4) Have experience with children.*

B An aide in a child care center shall:

- (1) According to the individual's professional development plan, complete approved continued training, at the rate of at least 6 clock hours per full year of employment as a child care aide, that consists of a:
 - (a) Minimum of 3 clock hours of core of knowledge training; and
 - (b) Maximum of 3 clock hours of elective training;
- (2) Document completion of the continued training on the professional development plan; and
- (3) Document that the health and safety training, as required by the office, is completed by each staff member by the end of each 12-month period, measured each calendar year.

C. Unless an individual, hired on or after January 1, 2009, to work as an aide, has completed 90 clock hours or the equivalent in early childhood education preservice training, the individual shall complete, within 6 months after the date of hire, an orientation session that follows guidelines established by the office and includes, but is not limited to:

- (1) Proper child supervision;
- (2) Workplace professionalism; and
- (3) Interacting with parents.

D. A child care teacher wishing to supervise a group of infants or toddlers shall:

Work Schedule

- Part Time Position
- Classes include 9-12 and 9-1 offerings a variety of 3-and 4-day offerings
 - Tuesday/Thursday (3 year old classes)

¹ [Sec. 13a.16.06.12. Child Care Aides in Preschool Centers, Chapter 13A.16.06. Staff Requirements, Subtitle 16. CHILD CARE CENTERS, Title 13A. Maryland State Board of Education, Code of Maryland Regulations \(elaws.us\)](#)

*Per MMCC Guidelines.

- Monday/Wednesday/Friday (3 and 4 year old classes)
- Monday through Thursday (4 year old class)
- Teachers are expected to be in the classroom one-half hour before and one-half hour after the scheduled class time.

Expectations

The duties of the aide are to:

- Perform duties and responsibilities in agreement with policies stated in the Personnel Manual and Parent Handbook, including training requirements. For a copy of the recent handbook it can be found on our website at: About Us | Montgomery Methodist Children's Center (mmchildrenscenter.org).
- Assist with lessons and preparation in accordance with the school's curriculum and yearly overviews.
- Report to the Director any concerns or problems relating to the children, parents, or staff who are under the Teacher's supervision.
- Keep the classroom in neat and orderly manner at all times. Aides will assist with preparing the rooms for class opening in the fall and clean and put away equipment and materials at the end of the school year.
- Attend monthly staff meetings and in-service training sessions as well as designated evening programs such as Back-to-School Night, Open House, and Special Person's Night. Attendance at special school family events such as Sock Hop and Ice Cream Social are encouraged but not required.
- Be well groomed, clean, and neat at all times, presenting a professional appearance appropriate to the position.

How to Apply

- Please contact the Director at msolsen@mmchildrenscenter.org.