



**MENLO PARK CITY SCHOOL DISTRICT**  
**PRESCHOOL AIDE**  
**JOB DESCRIPTION**

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**TITLE:** Preschool Aide

**DEPARTMENT/SITE:** Early Learning Center

**REPORTS TO:** Lead Teacher

**SALARY:** Range 6 of the classified salary schedule

**CLASSIFICATION:** Classified

**WORK YEAR:** 198

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**GENERAL SCOPE:**

The Menlo Park City School District, a small, well-resourced and diverse K-8 school district in the heart of Silicon Valley, is designed to inspire the next generation of thinkers and leaders. If you desire to work collaboratively to create, safe, and innovative environment, then MPCSD may be for you! Want to know more about how we are changing the world? We encourage you to read our [Strategic Directions](#) available on our district website.

Under the direction of the Lead Teacher, assists the teaching team in creating a safe, welcoming and stimulating educational environment for children ages 3-5 and their families.

**ESSENTIAL RESPONSIBILITIES AND DUTIES:**

- Speak and engage in a professional manner with staff, children, parents and visitors at all times.
- Continually increase knowledge about early childhood education.
- Contribute to the professional community by engaging fully in staff meetings, seminars, training events, celebrations, etc. and work constructively to solve problems that arise, offer support and provide constructive feedback.
- Abide by the ethical standards of the National Association for the Education of Young Children.
- Support the Lead Teacher and Assistant Teacher in preparing an inviting and developmentally appropriate classroom environment daily. Includes set up & clean up of meals, snacks and curriculum activities.
- Supervise children inside and outside during free play and large group activities.
- Assist teachers and children in daily routines, including mealtimes and help with dressing, standard toileting, etc.
- Provide supportive, culturally sensitive care to all children, including English Language Learners and children with special needs, without bias or favoritism.
- Speak with families about their children in a respectful, culturally responsive, honest, sensitive, and confidential manner.
- Monitor classrooms, playgrounds, bathrooms and shared areas for safety issues and cleanliness.
- Keep Lead Teacher informed of needed supplies for the classroom and playgrounds.
- Other duties as assigned.



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**PHYSICAL DEMANDS**

- Ability to bend, kneel, sit on the floor and interact with small children.
- Lift and hold children up to 40 pounds.
- Lift equipment up to 20 pounds
- Ability to maintain stamina for long days with children.
- Works both indoors and outdoors in children's play areas – may be during cold or rainy weather.

**REQUIREMENTS**

- Must be at least 18 years old.
- 12 units in Early Childhood Education preferred; minimum 6 units or enrolled in units and on-going coursework.
- Valid certification of CPR and First Aid (will be provided by MPCSD if not already certified).
- All required district trainings, e.g. mandated reporter, health and safety, sexual harassment (to be provided by MPCSD) and participation in professional development and training, as required by ELC.
- Successful passage of physical exam, including TB test, and criminal background fingerprint screening.
- Commitment to be prompt, reliable and act in a professional manner.
- Bilingual Spanish preferred

**HOURS**

The hours of the ELC are 7:30-5:30, Monday -Friday. This position requires at least 8 hours per day of work for a minimum of 10 months, with specific work hours to be determined within the 7:30-5:30 time frame. Once hours are determined, they will not be changed without mutual agreement.