



Pre-K Aide/Spanish Language

Summary

The Aide works under the direction of the classroom teacher in developing and implementing the Primary Years Programme at Riverstone International School. The International Baccalaureate Primary Years Programme promotes the social, emotional and physical development of each child.

The Aide reports to the Elementary School Director as well as the classroom teacher and the PYP Coordinator.

Responsibilities and Duties

- Provide support to the classroom teacher in the implementation of the curriculum.
- Facilitate Spanish lessons.
- Write Spanish narratives.
- Assist the teacher in preparing and implementing daily activities.
- Maintain an organized, clean, and safe learning environment.
- Engage with children in a positive manner, including implementing appropriate guidance techniques in line with classroom expectations and Riverstone's guiding principles.
- Supervise students both inside the classroom and outside, including recess, field trips, assemblies, school events, etc.
- Assist with supervising students during outdoor education activities.
- Escort students to the bathroom and assist them during lunchtime and snack time.
- Engage with staff, parents, and community members in a positive manner.
- Assist with creating the class ParentSquare posts as requested, including photography and narrative.
- Perform other duties as assigned.

Employment Benefits and Salary

- This position pays \$20.00 per hour.
- This is a non-exempt position, working 8:00 am – 4:00 pm, Monday through Friday on days that school is in session, including professional development days.
- This position will start immediately, and work through May 30, 2024 except during school closures.
- There may be separately paid opportunities during the year (Spring Break Camps, Summer Sessions).

Skills and Experience

Preferred candidates will have the following skills and experience:

- Bachelor's Degree
- Spanish as a first or second language both speaking and written language.
- Ability to obtain and maintain a City of Boise Childcare Worker license
- Minimum of six months – one year of teaching/aiding experience



- Demonstrated experience and ability to work well with young children and parents
- Demonstrate success in working as a member of a team

Physical Capabilities

- Clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal conversation and to communicate effectively on the telephone and in person.
- Visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work, prepare and review documents, organize documents and materials and observe classroom or student activities.
- Manual dexterity, with or without reasonable accommodation, which permits the employee to perform repetitive hand/wrist/arm motions and to operate a computer and office equipment.
- Personal mobility, flexibility, and balance with or without reasonable accommodation, which permits the employee to work in an office/classroom/school environment.
- Lifting or moving objects that weigh up to 20 lbs.
- Job tasks require without reasonable accommodation, climbing, stooping, kneeling, crouching, reaching, pushing, pulling, lifting, or grasping.

In addition to the responsibilities outlines above, all employees are required to abide by the school's policies and procedures set forth in the Faculty Handbook.

Riverstone International School is an equal opportunity employer.

Revised April 5, 2024