Atlanta Community Schools

Great Start Readiness Program (GSRP), Aide

**POSITION SUMMARY:**

The GSRP aide is responsible for working as a team member in providing a quality educational program for preschool children by supporting the classroom teacher and the associate teacher in planning, assessing and instructing students. The position includes assisting the classroom staff in maintaining required records to ensure compliance and meet licensing guidelines.

**REQUIRED QUALIFICATIONS:**

High School Diploma, Certification in CPR and First Aid

**PREFERRED QUALIFICATIONS:**

* Experience in working with preschool children, particularly with at-risk children
* Ability to be self-directed and take initiative when given a variety of tasks and responsibilities.
* Strong Communication and interpersonal skills to effectively interact with students, parents, and teachers
* Familiarity with TS Gold

**RESPONSIBILITIES:**

* Work as a team member in providing a quality educational preschool program
* Collaborate with the teaching staff to create meaningful child development goals
* Establish positive relationships with parents, staff and the community
* Assist in all daily operations of the program, including clerical and record keeping duties
* Assist in planning, implementing, and monitoring curriculum and assessment
* Assist in establishing parent-involving activities
* Assist in home visits
* Support children’s emotional and social development
* Work with individual and small groups of students
* Work collaboratively and communicate with the classroom teacher to implement lesson plans, activities, and classroom tasks
* Supervise students in classrooms, halls, gym, and or playground
* Participate in and meetings and on-going professional development
* Maintain a calm manner in handling behavior problems
* Ensure and carry out daily/weekly housekeeping chores for the classroom to meet licensing requirements
* Able to work flexible hours as needed for family involvement activities, including home visits, open house
* Demonstrate behavior that is professional, ethical, and responsible
* Maintain Confidentiality
* Perform other duties as assigned

**PHYSICAL REQUIREMENTS:**

Employee must be capable of performing physical demands of the job, including but not limited to lifting, bending, stooping, squatting, and standing for long periods of time.