

Classroom Aide - Goodtime Chinese School

Goodtime Chinese School ~ Goodtime Chinese School is seeking applicants for the position of Full-Time Classroom Aide.

Our Mission: To support the growth of healthy children and school readiness.

General Objective: To assist the Teacher and Assistant Teacher in providing and coordinating classroom services to children enrolled in the assigned classroom; to assist the Teacher and Assistant Teacher to ensure high quality early childhood education standards are met; to help ensure that early childcare policies and procedures are followed.

Some of the typical duties and functions of the position include but are not limited to the following:

- Assist Teacher and Assistant Teacher in carrying out daily classroom activities and schedules
- Assist Teacher with follow-through and evaluation of the daily lesson plan
- Assist Teacher and Assistant Teacher with assuring the class is equipped with all needed materials and supplies
- Participate in Open House and other class and center events
- Participate in bus monitor training and act as shuttle monitor or driver if needed
- Assist with maintaining the classroom in a neat, safe, and clutter-free manner
- Assist with supporting the emotional and physical needs of all students

Qualifications:

- High School Diploma, GED, or equivalent
- Current Child Development Associate (CDA) AND/OR one year or more of child-care experience
- Knowledge of child development preferred
- Experience working with children ages three to five preferred
- Bilingual in English & Mandarin preferred but not required
- Valid drivers licence

This is a full-time position that runs year-round. You may send us a physical or pdf resume. You may also submit your PDF (paper) application via email to goodtimechinese@gmail.com or drop it by our school after calling ahead. 15285 NW Central Dr, Portland, OR 97229

You must call ahead if you choose to drop off your resume in person.

This position will close once a sufficient number of qualified applications have been received. A criminal background check including fingerprinting (via the State of Oregon Central Background

Registry) and Food Handler's Card are required. If you need any accommodation in the application process, please contact us at [\(503\) 616-5585](tel:(503)616-5585)

Thank you for your interest!