

Classroom Aide Job Description 2011-2012

Classroom Aides assist the Catechist in the following ways:

- Have fun with the kids! Sing-a-long, dance, play, clap your hands. Show them the joy of the love for Christ.
- Be aware of the Safe Environment Program Policies and follow them.
The information is in the Safe Environment Program Handbook.
Never leave a child alone-they need to be supervised at all times.
Never send a child to the bathroom or office unattended.
If you need help, use the phone in the classroom to call the office.
- Arrive at least 15 minutes before class starts.
Please be on time. Call the Religious Education Office if you can't come in or if you will be late. Our phone number is: 661-296-6945 x7902.
- Sign your name on the sign-in sheet located on the desk across from the drinking fountain.
- Assist the Catechist before and after class. This could include:
 - Open/close doors, turn on/off lights.
 - Turn on air-conditioner if needed. Turn off at the end of class.
 - Set-up audiovisual equipment, charts, posters, etc. as needed and return all equipment to their designated areas when finished.
 - Place behavior/reward stickers on papers or charts, if used.
 - Collect all student/teacher materials at the end of class.
 - Straighten all tables and chairs leaving them in the correct configuration.
- Help maintain order inside and outside of the classroom.
- Greet the students at the door; help make them feel welcome.
- Take attendance. Place binders in the hanging folder within 5 minutes of the start of class.
- Be aware of visitors. Visitors must check in with the Religious Education Office and receive a Visitor's Badge.
- Accompany students to and from the bathroom while following all of the Safe Environment Program Policies.
- Parents who pick children up early from class need to check in with the Religious Education Office first. Someone from the RE office will bring the parent to the classroom to pick up the student.
- Always ask us questions. We want to hear what you have to say especially about any needs or wants.

Emergency Evacuation Procedures: Elementary

In the case of a fire or earthquake emergency the following procedure shall be in place:

- 1) Adults must stay calm to minimize the anxiety of the children.
- 2) **In the case of an earthquake:** Immediately duck and cover until shaking has stopped. Once it has stopped line the children up in the classroom. Once they are lined up and orderly leave the building immediately. *DO NOT* wait to be directed to evacuate.
- 3) **In the case of a fire:** Immediately line the children up in the classroom. Once they are lined up and orderly leave the building immediately. *DO NOT* wait to be directed to evacuate.
- 4) It is very important that the children remain calm and silent as they leave the building. This may be a life and death situation – do not be afraid to be stern if needed to get the children’s attention and cooperation.
- 5) The Catechist will lead the children and the aide will follow at the end of the line.
- 6) Safety Monitors need to position themselves at the exits to assist with the flow of people out of the building.
- 7) The Catechist will take the attendance record with them to the safe zone in the north parking lot.
- 8) **Rooms 1,2,3**
In the case of either a fire or an earthquake: will exit via the Religious Education Office stairs. The Catechist will lead them through the glass doors in the foyer by the patio, down the outside stairs, along the side of the building, around the upper driveway and out to the north parking lot to their safe zone, which is a parking space with their room number painted on the black pavement. *DO NOT ENTER THE TUNNEL.*
- 9) **Rooms 4,5,6 and YR**
In the case of either a fire or an earthquake: will exit the building via the stairs by the Youth Ministry Office, go around the upper driveway and out to the north parking lot to their safe zone which is a parking space with their room number painted on the black pavement.
DO NOT ENTER THE TUNNEL.
- 10) The first class aide to the upper driveway shall stand at the base to block all traffic as the children evacuate.
- 11) Each class shall stay lined up and separated from each other while in the safe zone.
- 12) Attendance will be taken as quickly as possible upon arrival at the safe zone. Any missing children *MUST* be reported to the Elementary Coordinator, Director of Evangelization and Lay Formation or other Religious Education Office staff **immediately**.

Staffs Role

- 1) Immediately upon the exit of the children, the staff member in charge will do a complete sweep of all classrooms/storage areas/bathrooms to ensure all children are out of the building C-Kateri Faith Center. They will move the emergency barrel in the foyer to the far end of the patio, near the stairs. They will then join the children in the safe zone.
- 2) The staff member in charge will check with all catechists to ensure that all children are accounted for.
- 3) Once the building has been evacuated **NO ONE** shall enter it until the all-clear has been given by the fire dept.
- 4) Upon receiving the all-clear, the classes shall return to the building in the same manner that they evacuated.

In the case that the all-clear does not come and parents arrive to pick up their children the following procedure shall be in place:

- The Staff member in charge is responsible to ensure that all children and parents are safely united. They must create the atmosphere authority and calm to keep all parties safe.
- The Catechist and Aide must control the children’s exit. They must be physically handed over to their parent to ensure their safety and our accountability.
- **Do Not** allow them to run to their parents. They will likely be anxious, but you must control the situation.
- **In the event that a Catechist is experiencing difficulty with a parent or carpool designate, they are to be directed to the staff member in charge.**