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2024 MORNING AIDE Job Duties + Requirements

Thank you for your interest in applying for a Teacher's Aide/School Aide position at Daruma no Gakko. The Aide program is vital in helping create a positive learning environment for the students.

ELIGIBILITY and REQUIREMENTS

To apply, applicants must:

- Complete the 7th grade by June 2024
- [Complete the online application by Thursday, February 29, 2024.](#)
- Read the "Morning School/Classroom/Music Aide Duties" job descriptions below.
- Provide verification of full vaccination and/or boosted as recommended by the CDC upon registration.

Desirable applicants:

- Preference for rising 8th and 9th graders, although all are welcome to apply.
- Mature and responsible individuals who enjoy working with young kids.
- Willingness to participate as leaders, learners, and helpers through different activities in the Daruma no Gakko day

Calendar Requirements: Aides are required to be present every school day and special events:

- Caregiver orientation (optional for your caregivers): Friday, May 10, 2024
- Sunday, June 23 – School set up and Aide orientation meeting at BMU from 12-5pm approx.
- Monday, June 24-Friday, July 12 – School session is Monday through Friday. Morning Aide program runs from 8:30am-12:30pm. Holidays: Thursday, July 4 (Independence Day)
- Friday, July 12 - School packing and move out, please plan to stay until 4:00pm
- Optional Events: Undokai, Saturday June 29 (10am-2pm) and Gakugeikai Saturday, July 13 (2-4pm)

* If an applicant expects to be absent for any reason during the session, please list on the application.

Selection Criteria – Acceptance and placement is considered on a number of factors such as the following:

- Teacher/Directors review from past Aide performance for returning applicants
- Commitment to attend all required days
- Telephone interview – 10 minute calls will be conducted with each applicant
- Demonstrate maturity and responsiveness during the application process



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MORNING AIDE DUTIES

1. MONDAYS/FIRST DAY OF EACH WEEK: Please arrive by 8:30 am to help rearrange the furniture from the Church's Sunday school setup to the Daruma set-up. This includes the main assembly hall, front desk, sales table, library, supply area, and other common rooms.
2. ON THE FIRST DAY OF DARUMA (Monday, June 24): After setting up the furniture, set up the assembly hall for the First Day of School Assembly. After everyone sings "Daruma San," the children will be called to their classes by grade. Some of the younger students may need assistance in finding their teachers. Please be alert to their needs. On other assembly days, set up and take down the chairs and help supervise the students.
3. CLASSROOM Aides will check in with their assigned teacher to a specific outline of duties. Working with the Co-Directors (SCHOOL Aides)), the RESPONSIBILITIES INCLUDE:
 - Assist with special classroom projects & cooking. Help keep the assembly hall and other common rooms clean.
 - General office work (for example; photocopies, making signs, keeping co-director table organized, thank you notes to speakers)
 - You are to "step in and assist" whenever you see a need. For example, quiet down a noisy group or help a child who looks lost.
 - Make signs and post daily notices/updates to the calendar in the entryway. This may include assemblies, resource speakers, reminders to teachers, etc. Assist with guests and speakers, escort them to a classroom, help set up.
 - Assist the parent playground supervisor for the day, supervise children during morning traffic & recess times. Take out and put away the recess equipment, organize games, act as recreation leaders. Caution children not to throw balls over the fences. If the ball goes over the fence, ask the parent playground supervisor to go to the neighbor's front door to ask if they will retrieve the ball.

DO NOT GO OVER A FENCE OR TO A HOME TO RETRIEVE PLAYGROUND EQUIPMENT, AND DO NOT ALLOW THE CHILDREN TO GO OVER A FENCE.

Recess & Play Times:

- Before School 8:45 - 9:00
 - 1-3rd grade 9:55 - 10:05
 - 4th-7th grade 10:20 - 10:35
 - K-3rd grade 10:55 - 11:05
4. Take one break (15 minutes) per day and help yourself to the staff snack in the kitchen or the daily student snack. You may bring your own snack if you prefer.
 5. AT THE END OF EACH CLASS DAY: Clean the Assembly Hall, Music Room, Supply Area and the Library. Pick up any trash on the tables, sweep floors, and empty trash cans from the hall into



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the dumpster by 11:45am. Help place recyclable materials in proper bins, garbage too.

6. FRIDAYS: Help put the furniture back in place for the Church's Sunday School. You may have to stay later than usual to complete these duties.
7. GAKUGEIKAI: Help Gakugeikai directors and music director make props and rehearse the students. You will be their assistants during Gakugeikai by helping with the props and students backstage. Wear a solid black shirt and black pants for that evening.
8. UNDOKAI: Report to the Undokai director to receive instructions.
9. YOUR PRESENCE AT SCHOOL IS REQUIRED FROM 8:30am TO 12:30pm
10. PHONES/MOBILE DEVICES: Do not use unless you are on your break.



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CLASSROOM & MUSIC AIDE DUTIES

1. MONDAYS/FIRST DAY OF EACH WEEK: Please help rearrange the furniture in your classroom from the Church's Sunday School set-up to the Daruma set-up. Music Aides may help move equipment.
2. ON THE FIRST DAY OF DARUMA (Monday, June 24): After setting up the furniture, meet in the assembly hall and help your teacher locate your students and encourage them to sit together for the First Day of School Assembly. It is fine if some of the younger students do not want to sit with classmates, preferring their parent or sibling. We will all sing "Daruma San" together, and then the students will be called to his/her class by the teacher. Escort your students to your classroom. On other assembly days and for Gakugeikai, sit or stand next to your students and help supervise them. Remember, they will come to rely on you.
3. EVERYDAY: Help your teacher in any way necessary. This includes set-up and clean-up of projects, supervising the students, escorting them to the bathroom, helping with recess, music and cooking, doing general office work and photocopying. You are encouraged to "step in and assist" when you see a need. For example, quiet down a noisy group or help a child who is having difficulty with a project. When you are not busy, ask for projects. **Music Aides:** Please encourage students to sing or follow-along with music and participate in a way they feel comfortable.
4. RESOURCE SPEAKERS and COOKING: Prepare yourself by asking your teacher what the following day will bring, and what you will be doing. Know the speaker's name and subject. On cooking days, read the recipe in advance, so you can help the children cook.
5. DURING SNACK TIME: Eat the snack with the children while supervising them. Please clean up/sweep outside after snack is done.
6. DURING RECESS: Go outside with your students and help supervise and organize games for them. There will be a daily adult playground supervisor, School Aides, and Aides from other classrooms to assist you with supervision. Do not let the students jump or hang on to you. This is important because you or the student could get hurt. Also, you need to act as an authority figure, more like a teacher and less like a student. We will ask your teacher to explain this to the children. Remind the children of your position of responsibility, when necessary. Music Aides optional to help during recess.
7. **DO NOT GO OVER A FENCE OR TO A HOME TO RETRIEVE PLAYGROUND EQUIPMENT, AND DO NOT ALLOW THE CHILDREN TO GO OVER A FENCE.**
8. Your break time is during your class' music time, unless arranged otherwise with your teacher. Please do not disturb other classes or other Aides. Help yourself to the staff snack in the kitchen. You may bring your own snack if you prefer.
9. AT THE END OF EACH CLASS DAY: Pick up any trash on the tables or floor, sweep the floor and vacuum the rugs and empty your classroom's trash into the kitchen trash can by 11:45am.



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Music Aides please stow equipment for the teacher.

10. FRIDAYS: Help put your classroom furniture back in place for the Church's Sunday School. On this day, make sure you wipe the tables, sweep the classroom floors and vacuum the carpets. You may need to stay later than usual to complete these duties.
11. GAKUGEIKAI: During the last week, help your students rehearse. You will sit with your class during Gakugeikai, helping bring the students on and off stage.
12. UNDOKAI: Report to the Undokai director to receive instructions.
13. YOUR PRESENCE AT SCHOOL IS REQUIRED FROM 8:30am TO 12:30pm
14. CELL PHONES: Do not use unless you are on your break. This includes taking pictures. If your teacher asks you to take pictures of an activity, please remind them that you need to use their phone..