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<b>Job Title:</b>	Childcare Aide	<b>Exemption Status/Test:</b>	Nonexempt
<b>Reports to:</b>	Site Coordinator of Child Development Center	<b>Date Revised:</b>	2022
<b>Dept./School:</b>	C&I- Child Development Center	<b>Pay Grade:</b>	TB 4

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**Primary Purpose:**

Assist in implementing child development programs that help children fulfill their potential for intellectual, emotional, physical, and social growth ensuring that each child is safe and well cared for.

**Qualifications:**

**Education/Certification:**

High school diploma or equivalent  
Cardiopulmonary Resuscitation (CPR) and First Aid certifications

**Special Knowledge/Skills/Abilities:**

Knowledge of child growth and development  
Knowledge of curriculum and instruction  
Ability to instruct students and manage their behavior  
Ability to work with groups of children in a positive manner  
Ability to relate to children and adults with courtesy, respect, acceptance, compassion, and patience  
Excellent public relations, organization, communication, and interpersonal skills  
Ability to read and verbally communicate with children, staff, and parents  
Ability to follow verbal and written instructions

**Experience:**

Some experience in a licensed child care center

**Major Responsibilities and Duties:**

**Instructional Program**

1. Assist the facilitation of preschool students' learning (e.g. art, science, music, housekeeping, story time, movement activities, etc.) to develop children socially, emotionally, and physically.
2. Implement the lesson plans provided by the lead teacher and adjust for individual student needs. This should include reviewing plans prior to implementation and asking clarifying questions as needed.
3. Monitor students in a variety of educational environments (e.g. classroom, playground, field trips, nap time, etc.) for the purpose of providing a safe and positive learning environment.
4. Use technology to strengthen the teaching/learning process.
5. Provide timely feedback to students and track progress through a variety of methods.
6. Conduct ongoing assessment of student development through formal and informal testing.
7. Model conversations, manners, cleanup activities, listening skills, etc. for the purpose of demonstrating appropriate social and interpersonal behavior.

8. Assist children with all physical functions such as feeding, diapering, toileting, walking, and standing (as needed).
9. Organize age-appropriate indoor and outdoor activities for the purpose of ensuring student participation in learning activities.
10. Be a positive role model for students; support the mission of school district.

### **Classroom Management and Organization**

11. Contribute positively to a classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students.
12. Manage student behavior in accordance with Student Code of Conduct and student handbook.
13. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
14. Help maintain a neat and orderly classroom including organizing and storing toys, materials, and personal items belonging to children.
15. Clean and sanitize furniture, equipment, toys, and linens.
16. Assist in selecting books, equipment, and other instructional materials.
17. Help teachers keep administrative records and prepare required reports.

### **Communication**

18. Establish and maintain open communication by conducting conferences with parents, students, principals, and teachers.
19. Establish and maintain a professional relationship and open communication with parents, students, colleagues, and community members.

### **Professional Growth and Development**

20. Participate in staff development activities to improve job performance and meet state child care licensing requirements.
21. Attend and participate in faculty meetings and special events as assigned, and serve on staff committees as required.

### **Other**

22. Meet all licensing requirements through DHHS.
23. Maintain confidentiality and comply with policies established by federal and state law, State Board of Education Rule, and Local Board Policy.
24. Demonstrate superior customer service with district staff, students, and community stakeholders.
25. Follow district safety protocols and emergency procedures.
26. All employees are cross-trained to support other age groups when needed.

**Supervisory Responsibilities:**

None.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard classroom and nursery equipment such as toys, playgrounds, multiple-rider strollers, etc. Personal computer and printer.

**Posture:** Moderate standing; occasional kneeling, squatting, bending, and stooping

**Motion:** Moderate walking, climbing, lifting, balancing, and handling or moving materials

**Lifting:** Regular light lifting and carrying

**Environment:** Work inside and outside (exposure to sun, heat, cold, and inclement weather); exposure to noise; frequent exposure to bodily fluids

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress and self-control in the presence of children.

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_