



JOB DESCRIPTION

Job Title: Childcare Aide

Age Group & Classroom: _____

Class: Non-Exempt **Salary:** Dependent upon Experience

Reports To: Director of Operations

Job Summary

To assist the teacher and assistant teacher in conducting the daily classroom activities. Working together to provide a nurturing, healthy, safe and educational environment where children can develop physically, emotionally, socially and intellectually.

Duties and Responsibilities – Will include, but will not be limited to:

- Maintaining a professional attitude and loyalty to the agency and all families.
- Attend all staff meetings and required training programs.
- Assist Lead Teacher in preparing a Weekly Lesson Plan – week prior to implementation.
- Work to support the implementation of the daily and weekly activity classroom schedules.
- Assist in the planning and preparation of the classroom learning environment, setting up interest centers, and preparing necessary materials and supplies.
- Interacting, and encouraging the children to participate in interest centers and classroom activities.
- Supervising and interacting with children's activities as they relate to the classroom daily schedule. (Mealtime, outdoor play, naptime, etc.) *Ensuring that all Children remain within the Sight & Hearing of classroom staff at all times.*
- Assisting in the teacher and assistant teacher to record observations of children.
- Treating all children with dignity and respect.
- Considering the individual child in relationship to his/her special needs as well as, cultural and socio-economic background.
- Consistently supporting the children, directing their behavior, modeling positive behavior, using redirection if necessary, logical consequences, etc.

- Maintaining general classroom/center housekeeping tasks. Maintaining classroom tidiness and sanitation.
- Modeling and training of classroom assistant teacher and aides.
- Understand and respond when necessary, as a *Mandated Reporter*.
- Understand and uphold NAEYC Accreditation Standards.
- Maintain *Data Privacy*.
- Ability to lift 50 lbs. (average weight of a child)

Knowledge, Skills and Abilities

- Knowledge of child developmental milestones.
- Ability to build constructive relationship with children and parents.
- Must be able to work 40 hours per week and accept direct supervision from classroom lead teacher.
- Must be sensitive to culturally diverse populations.
- Experience working with families from diverse cultural and socio-economic backgrounds.
- Ability to articulate your knowledge to others.

Qualifications

- High School Diploma or GED.
- Candidates should have demonstrated work history particularly in the areas of early childhood development.
- First Aid & CPR Training
- Commitment to move forward with professional development training and coursework, to advance as an early childhood professional.