

Job Description:

Job Title:	Aide	Effective Date:	August 2016
Supervisor:	Teacher	Entry Level Hourly Rate:	\$8.40
Employment Status:	Non-Exempt	Employees, under the provision of the FLSA, are required to be paid by the hour and paid overtime for hours worked in excess of (40) hours in a workweek.	

Responsibilities:

- Assist in implementing the Program vision, mission goals, objectives, policies, and Program Plans.
- Assume duties of assistant teacher in his/her absence.
- Know and ensure compliance with state and federal regulations.
- Assist in maintenance of child-staff ratio.
- Assist in preparation/coordination of daily activities in the classroom and completion of daily attendance, monthly enrollment and meal counts.
- Assist in the implementation of weekly plans with developmentally appropriate indoor/outdoor activities.
- Prepare learning activities with teacher's guidance.
- Assist in maintaining a safe, healthy, attractive environment with well-defined learning areas.
- Assist in ordering needed equipment/supplies and completing bi-annual classroom inventory.
- Use appropriate discipline techniques established by Program policy with **NO** physical or emotional punishment.
- Implement all components of program-wide Positive Behavior Intervention Support (PBIS) approach.
- Model and teach consistently the PBIS expectations to: be safe; be respectful; and be a team player.
- Assist in maintaining up-to-date emergency information and permissions for each child.
- Assist with health screening for children as required.
- Participate in monthly fire and other emergency drills.
- Respond calmly in emergency situations following procedure.
- Recognize and respond to accidents and illness and follow procedure.
- Provide social/emotional support for each child by: responding to crying, rocking and other appropriate techniques.
- Use a modulated, appropriate tone of voice with children.
- Meet physical needs of each child such as: potty training, changing diapers and soiled clothing, administering prescription medication, feeding as needed.
- Report the suspicion of child abuse and/or neglect following procedure and submit forms.
- Assist with observations and collection of work samples/photos for each child with guidance from teacher.
- Provide teacher with information regarding children who may need special services and/or behavior concerns.
- Assist/participate in planning and record keeping.
- Assist with orientation for children and families/parents.
- Promote an open, working relationship with parents and encourage family/parent involvement.
- Promote an open, positive, team approach with co-workers.
- Report Program, center, child/family, and co-worker related problems/concerns to immediate supervisor (teacher) and Site Supervisor.
- Assist in classroom self-assessment.
- Participate in supervisory feedback discussions and assist with recommendations and follow-up needed.
- Maintain safety of children being transported to and from center, utilizing required child safety restraints and following Transportation and Pedestrian Safety procedures.
- Perform other duties assigned by immediate supervisor and approved by the Site Supervisor/SR Coach.

Qualifications:

Education and Experience:	<ul style="list-style-type: none"> • High school diploma/GED and experience with children/families (one year of experience = 1250 clock hours) • AND the commitment to enroll in Child Development Associate (CDA) credential process or college courses to obtain ECE degree after one (1) year of service and with recommendation from immediate supervisor and site supervisor
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Skills:

- Ability to take direction and follow through as expected.
- Ability to accept and exercise authority appropriately and make rational decisions.
- Ability to plan, assign and supervise the work of designated personnel.
- A patient and understanding manner with children.
- Ability to establish/maintain effective working relationships with children/families, co-workers and colleagues.
- Ability to recognize and respect confidentiality.
- Ability to effectively communicate in oral and written form.
- Physical and mental ability to supervise and assist children participating during indoor/outdoor activities which includes the use of gross motor equipment, walks and field trips.
- Physical and mental ability to respond quickly to needs of children during daily activities and emergency situations.
- Visual and auditory ability to provide children and co-workers with a safe, secure environment.
- Physical ability to repeatedly bend and lift infants/toddlers ages 6 weeks – 3 years as part of daily routine (6-30 lbs) that includes: diapering, sleeping (cribs), feeding (high chairs), etc.
- Physical ability to repeatedly bend and lift and children ages 3-5 (30-50 lbs) in emergency situations only.
- Physical and mental ability to model and participate in activities designed for infants/toddlers and/or preschool age children that includes repetitive bending, stooping, sitting on floor and on child-size chairs (8"-12") with use of gross/fine motor, language, visual, and cognitive skills.
- Assist in the preparation of meals with ability to utilize large and small kitchen appliances (stove, microwave, and dishwasher) and carry food to and from kitchen.
- Assist in the set-up, clean up of meals includes sanitizing tables, transporting dishes to/from kitchen, sweeping/mopping of floors.
- Assist in daily routines of children such as riding the bus, bath rooming, tooth brushing, rest/quiet time which includes the ability to set-up and maneuver around cots/mats.
- Assist in maintaining health/hygiene of classroom by sanitizing toys, sweeping, mopping, moving equipment, and disposing of garbage as needed (under normal circumstances).
- Physical ability to ascend/descend steps on a regular basis to access bathrooms, kitchen, and play areas, to evacuate in emergency situations and to make home visits as required.

Requirements:

- Must receive a negative pre-employment drug-screening test.
- Must receive an initial health appraisal and Mantoux TB test and a health appraisal every two years once employed.
- Must receive Child Abuse, Criminal History, and FBI Fingerprint Background Clearances.
- Be punctual and reliable in attendance.
- Be professional, productive, and follow the Standards of Conduct, Conflict of Interest, and Confidentiality policies.
- Work evenings and flexible hours when necessary.
- Travel as required.
- Participate in a minimum of two professional growth/development activities and relevant associations.
- Participate in required Keystone STARS Core Training Series, including Child Abuse Mandated Reporter Training.
- Utilize a Professional Development Plan and participate in job-related training and professional development opportunities to enhance competence and job performance, including these annual requirements:
CBK: 24 hours minimum with Child Observation, Inclusive Practices, and/or ERS Curriculum, Program/Child Assessment, and/or Appropriate Learning Standards; Common Childhood Illnesses; Pediatric First Aid; Child Abuse Reporting; Transportation/Pedestrian Safety; Fire Safety; and Emergency Preparedness
- Participate in Program Committees/Teams, meetings, etc.
- Participate in performance assessments.

PHYSICAL ACTIVITY JOB REQUIREMENTS:

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PHYSICAL ACTIVITY	FREQUENCY OF ACTIVITY			
	Not At All Not Performed	Occasionally Up to 33% of Time 1-2.5 hours	Frequently 34% - 66% of Time 3- 4.5 hours	Continuously 67% -100% of Time 5-7 hours
Sitting		X		
Standing			X	
Walking			X	
Bending Over			X	
Twisting		X		
Climbing		X		
Reach Above Shoulder		X		
Crouching/Stooping		X		
Kneeling		X		
Balancing		X		
Pushing or Pulling		X		
Repetitive Use of Hands			X	
Fine Finger Dexterity				X
Grasping - Simple/Light				X
Grasping - Firm/Strong				X
Lifting or Carrying:				
• up to 10 lbs			X	
• 11-20 lbs			X	
• 21-50 lbs		X		
• 50 or more lbs	X			
Use of Head and Neck				X
Frequency of Interpersonal Relationships Necessary to Perform Job				X
Frequency of Stressful Situations Necessary to Perform Job		X		

I have read this job description with the addendum for physical requirements and am able to perform the duties as stated.

Employee Signature

Date

HR Manager and Supervisor Signatures

Date