

SYLVAN UNION SCHOOL JOB DESCRIPTION

Non-Exempt

JOB CLASSIFICATION TITLE: Child Care Aide

Description of Position Under general supervision and direction of the Supervisor of Child Care, performs necessary duties as assigned to meet the needs of all children enrolled in the child care program. Responsible to follow through with tasks as assigned by Child Care Instructor

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

Essential functions and responsibilities may include, but are not limited to:

- Assist with the daily operation of the assigned site.
- Under direction of Child Care Instructor, prepare necessary materials for use
- Assist with daily attendance records
- Assist in class control by supervising small groups and/or individual students
- Communicate professionally with families as well as enroll new families to program.
- Work with the Child Care Instructor on supply needs.
- Attend necessary staff meetings and training.
- Establish and maintain a positive, professional, helpful, constructive attitude and working relationship with site staff, District Employees, students, parents, and the general public in all situations.
- Set up, monitor and clean program essentials such as games, toys, art.
- Perform first aid as required.
- Dispense medication to children and perform health checks as needed under District guidelines.
- Assist the Child Care Instructor in devising special strategies for positive reinforcement with the understanding of individual student needs, interests and abilities
- Provide one to one assistance as needed for students
- Have knowledge of and able to perform duties of the Child Care Instructor as needed
- Perform other related work as assigned

MINIMUM QUALIFICATIONS:

High school diploma or equivalent.

Minimum of 6 Child Development units

DESIRABLE QUALIFICATIONS:

Experience working with school age children

PHYSICAL REQUIREMENTS:

The physical requirements indicated below are examples of the physical aspects that this classification must perform in carrying out essential job functions:

1. Ability to lift, carry, push, or pull objects which may exceed 30 pounds.
2. Ability to sit, stand, walk, bend, stretch, kneel, stoop, twist, climb and balance without restriction for extended periods of time.
3. Visual acuity sufficient to read, write and work with printed information as well as information on a computer or device screen/monitor.
4. Auditory acuity sufficient to effectively understand information from others in person and/or over the telephone.
5. Ability to speak clearly with the ability to be heard and understood on the telephone and other devices and in work site conversations.

6. Sufficient dexterity to manipulate small objects, type and utilize a 10-key and calculator as well as print and write legibly.
7. Sufficient physical ability to reach horizontally and vertically with arms.

PERSONAL QUALITIES:

1. Appearance, interpersonal and communication skills which establish a professional role model and example.
2. Ability to meet district standards for physical and mental health.
3. Ability to speak, understand, and write English clearly and accurately.
4. Ability to communicate effectively with staff and other stakeholders in a sensitive and effective manner.
5. Demonstrate good judgment, tact, patience, and confidentiality.
6. Ability to work cooperatively and professionally with all stakeholders.
7. Ability to work collaboratively, think creatively, critically and problem-solve independently.

WORK YEAR:

SALARY RANGE:

CSEA Approval:

Board Approval: