

SYLVAN UNION SCHOOL DISTRICT JOB DESCRIPTION

CHILD CARE AIDE

Description of Position

Under the ~~general supervision and~~ direction of the ~~Childcare Teacher/Lead Teacher~~ ~~Supervisor of Child Care~~, is responsible for ~~assigned classroom and related activities~~. ~~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 the Child Care Instructor.

Directly Responsible To

~~Consolidated Projects Director~~

Major Duties and Responsibilities

- ~~1. Assists in the supervision of children indoors and out.~~
- ~~2. Assists in maintaining a healthy, safe, and clean environment.~~
- ~~3. Responsible for snack time. Prepares and serves food.~~
- ~~4. Prepares classroom materials.~~
- ~~5. Attends necessary staff meetings and inservice training.~~
- ~~6. Performs other related duties as assigned.~~

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 the 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 duties as assigned.

Minimum Experience and Job Requirements – Desirable Qualifications

1. Possess recent Experience working with school age children.
2. Ability to perform clerical work.
3. Performs basic arithmetical operations.

Education Requirements – Minimum Qualifications

1. High school graduate diploma or equivalent.
2. Six units in Minimum of 6 child development units desirable.

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