

JOB DESCRIPTION

Position Title: Aide Department: Child Care
Reports to: Assistant Group Supervisor, Team Leader, Starting Pay Range: \$8.00 per hour
Child Care Director

Position Summary: Responsible for providing child care in a group setting under the supervision of the Assistant Group Supervisor, Team Leader or Child Care Director.

Essential Job Requirements:

EDUCATION High School Diploma or a General Education Development (GED) Certificate, or a minimum of an 8th grade education and enrollment in a training program as defined in regulations. A minimum of an 8th grade education and 2 years experience with children.

REQUIRED SKILLS Must enjoy the company of, and be skilled in nurturance, support and esteem building for children; Has some basic understanding of child development and can communicate same with colleagues, parents and supervisors; Understands the importance of, and maintains, a clean, safe environment for the children entrusted into care; Willingness to be a team member with other co-workers and supervisors; Able to provide care to children and parents without bias or judgment; Adapt to ever-changing realities of providing child care; Willing to maintain current knowledge on child care issues through attendance at training seminars; Understands the importance of maintaining confidentiality with all aspects of agency service.

Essential Job Functions:

1. Attends to the care, safety and well-being of all children at the center under the supervision of the Assistant Group Supervisor.
2. Assists the Team Leader and Assistant Group Supervisor in carrying out the program curriculum.
3. Oversees children's play and physical care.
4. Handles all aspects of child care in a positive manner; is a positive role model for the children.
5. Participates in education and supportive efforts for child care families through staff and parent meetings. Demonstrates increasing understanding of child growth and development in working with children, in recording activities and in talking with parents.
6. Performs other duties as assigned by the Assistant Group Supervisor, Team Leader, or Child Care Director.

PHYSICAL DEMANDS Lifting equipment waist to chest of 30 lbs. using proper technique
Lifting supplies floor to waist of 30 lbs. using proper technique
Pushing and Pulling File Drawers of 30 lbs. using proper technique
Must be able to stand 4 hours a day– based on a 7.5 hour day.
Must be able to sit for 7.5 hours per day – constant sitting
Mobility - must be able to move throughout general office setting and various private homes and public buildings

Must be able to control body through motion for bending/squatting to pick up supplies
Must be able to use hands for fine motor skills and computer use
Must have visual acuity to pass Snellen chart test
Must have hearing acuity to pass Whispered Voice Test
Must tolerate climate changes from 25 to 90 degrees while moving between buildings and supervising outdoor activities.

DRIVING ABILITY Must hold a valid driver's license without restrictions, be able to drive van and have a completed motor vehicle check.

Exempt/Non-Exempt
(Circle one)

Full-Time/Part-Time
(Circle one)

Regular/Temporary/Leased
(Circle one)

LIMITATIONS AND DISCLAIMER

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis. This does not constitute an employment contract.

I have read the above job description and understand the expectations of the position.

_____ Employee Signature	_____ Printed Name	_____ Date
_____ Supervisor's Signature	_____ Printed Name	_____ Date