

Position Title: Aide, Child Care
Department: School Child Care
Reports To: Child Care Director and Assistant Directors

SUMMARY: Staff in this position work with children in Kindergarten through 6th grade. Hours may include both before and after school, and all day during the summer and days when school is not in session.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide the children with a safe and loving environment.
- Keep the children continually motivated, active, and involved.
- Monitor the children's behavior, and discipline accordingly.
- Assist the children in resolving conflicts and developing problem solving skills.
- Serve as a role model through positive communication with children, other staff and parents.
- Follow all guidelines and rules established in the Staff Handbook.
- Plan and lead age appropriate activities in areas of the children's interests.

SUPERVISORY RESPONSIBILITIES: Supervise children in daily activities.

QUALIFICATION REQUIREMENTS: The applicant must be 16 years of age and preferably 18 years of age. Areas of interest on the job should include, but are not limited to: arts, crafts, music, dance, sports, cooking, etc. Must be willing to attend 6 hours of annual training per year.

EDUCATION and/or EXPERIENCE: A CDA or college hours in child related areas is helpful but not required.

PHYSICAL DEMANDS: While performing the duties of this job, the employee will sit and stand regularly. Staff accompany children on field trips on days out of school and are required to supervise children on the playground. Staff must be able to stand periods of time outside in the heat and cold. Staff will move around a great deal, rarely sitting for any length of time. Ability to play active games with the children is helpful.

CERTIFICATES, LICENSES, REGISTRATIONS: CPR and First Aid certification will be provided by employer.

EVALUATION: Performance of this position will be evaluated in accordance with job goals set by Director.

TERMS OF EMPLOYMENT: Hired as enrollment demands, generally school year and/or summer employment. Beginning salary is set at minimum wage and raises are awarded with experience and responsibility.

Acknowledged _____

Date _____