



## **JOB ANNOUNCEMENT**

### **Child Care Center Aide – Wagner High School HS - 33**

#### **JOB DESCRIPTION:**

The Child Care Center Aide under the direct supervision of the Director, assists the director to provide for the physical and instructional needs of children, in the delivery of services and in implementing an educationally enriched program appropriate for toddlers.

#### **EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:**

- High School Diploma or GED
- Some experience working with children

#### **ADDITIONAL REQUIREMENTS:**

- Skills testing will be required
- Must be eligible for state certification (required if hired)

#### **KNOWLEDGE / SKILLS / ABILITIES:**

- Ability to work well with children age 3-5
- Ability to follow verbal and written instructions
- Knowledge of general office equipment
- Ability to communicate effectively

#### **DUTIES AND RESPONSIBILITIES:**

1. Performs tasks under the general supervision of a director.
2. Works cooperatively with the director in preparing the classroom and the instructional materials for children.
3. Prepares and delivers instructional plans to children.
4. Assists with units of instruction designated in the day care curriculum plan.
5. Sanitizes the environment daily or as often as needed; maintains a healthy and safe classroom and playground.
6. Assists in managing student behavior and activities to facilitate a positive classroom climate.
7. Facilitates the classroom routines with the staff.
8. Supervises children in a variety of settings including but not limited to playground, nap/quiet time, library art, and lunch activities.
9. With appropriate training, attends to the physical needs and well being of children as needed. May be required to assist with clothes changing.
10. Assists the director in evaluating children's performance and data collections.
11. Attends appropriate inservice training sessions (15 hours per year).
12. Assists with maintaining a sign in/sign out sheet.
13. Accompanies and supervises children on field trips.
14. The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills required.

#### **WORKING CONDITIONS:**

**MENTAL DEMANDS:** Ability to communicate (verbal and written), instruct, read, understand verbal instructions, and maintain emotional control under stress.

**PHYSICAL DEMANDS:** Ability to lift and/or carry heavy weight (45 pounds or more), hear, maintain visual acuity, speak, kneel, crouch, and stoop.

**SUPERVISORY RESPONSIBILITIES:**

None

**EQUIPMENT USED:**

Basic office equipment

**Paraprofessional Pay Grade: 3**

**Days: 185**

**Wage/Hour Status: Nonexempt**

**Updated: May 16, 2008**

*The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.*