



JOB DESCRIPTION
Day Care Aide

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The Day Care Aide, under the direct supervision of the _____, assists the special education teacher to provide for the physical and instructional needs of day care students within a special education setting, and assists the special education teacher in the delivery of services while implementing a print rich and language based curriculum for the day care students.

EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:

- High School Diploma **OR** GED

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 with disabilities, young children, follow verbal and written instructions and have knowledge of general office equipment

DUTIES AND RESPONSIBILITIES:

1. Performs tasks under the general supervision of a certified teacher or teaching team.
2. Works cooperatively with the teacher in preparing the classroom and the instructional materials for student use.
3. Prepares and delivers instructional plans to day care students with teacher support.
4. Assists students with units of instruction designated in the day care curriculum plan.
5. Assists in managing student behavior and activity to facilitate a positive classroom climate.
6. Facilitates the classroom routines/lessons with the PPCD staff.
7. Supervises students in a variety of settings including but not limited to cafeteria, playground, nap/quiet time, library, inclusion activities and assemblies.
8. Accompanies day care and special education groups on field trips.
9. Attends to the physical needs and well being of day care students as needed with appropriate training. May be required to assist with clothes changing.
10. Assists in the training of day care students' self help skills and health routines.
11. Assists the teacher in evaluating day care student performance and data collections.
12. Reports to work on staff development dys.
13. Assists with maintaining a sign in/sign out sheet.
14. Assists with other students on campus if needed.
15. 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 loads (45 pounds or more), hear, maintain visual acuity, speak, kneel, crouch, and stoop.

SUPERVISORY RESPONSIBILITIES:

EQUIPMENT USED:

Paraprofessional Pay Grade:

Days:

Wage/Hour Status: Nonexempt

Updated: June 24, 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.