

Job Description
AIDE

QUALIFICATIONS:

- 1) Provide documentation of U.S. citizenship or eligibility to work in the U.S.
- 2) Complete any background information/criminal record check required by licensing.
- 3) Have the ability to hear the conversational voice with or without a hearing aid, the ability to see and read newsprint with or without corrective lenses, the ability to speak and be understood under normal circumstances, the ability to lift and carry children and other items weighing up to 50 pounds, and the ability to use arms, hands, legs, and feet with or without corrective devices to accomplish the job, including evacuation of the building during emergencies.
- 4) Demonstrate the following qualities: self-motivation, self-direction, creativity, flexibility, dependability, the ability to follow and remember directions, and the ability to make good judgments.
- 5) Display a positive attitude toward work and children.
- 6) Exhibit sincere interest in children and show the ability to grow in knowledge regarding children's growth and development.
- 7) Be able to carry out planned learning experiences which will encourage maximum personal growth for each child in the group.
- 8) Be able to work with teachers, assistants and all co-workers to promote a supportive, and cooperative atmosphere.
- 9) Be able to establish and maintain good communication with parents.
- 10) Be able to respond immediately to emergency situations.
- 11) Be willing to continually increase knowledge in the field of early childhood education.

DUTIES AND RESPONSIBILITIES include but are not limited to the following:

- 1) Treat each child with dignity, respect, and affection.
- 2) Perform in the classroom under direct supervision of classroom teacher or assistant teacher.
- 3) Work to maintain a warm and safe environment that is orderly, clean, appealing, and permits the children to grow and explore.
- 4) Help to offer and support a program that meets the emotional, physical, intellectual, and social needs of both the individual and the group, through developmentally appropriate practices, in accordance with the policies and philosophy of EFC.
- 5) Follow scheduling as set by teacher/assistant teacher and make suggestions, which may benefit children or programming.

- 6) Interact with the children and encourage their involvement in group activities.
- 7) Assist in supervising class outings/field trips.
- 8) Report to the teacher/assistant teacher any significant individual or group behavior/illness and keep co-workers, and the director informed.
- 9) Understand and appropriately implement the duties of a mandated child maltreatment reporter.
- 10) Be able to assist children's personal care needs in a positive natural manner during mealtimes, bathroom times, rest periods or other times.
- 11) Establish and maintain good communication with parents through at least an informal acknowledgment of parent/s on a daily basis and by wearing a nametag. Sensitive issues should be discussed with the director before approaching the parent/s.
- 12) Actively supervise and insure the safety and well being of the children at all times, both indoors and outdoors. Be alert to the needs and /or problems of the children as individuals and as a group.
- 13) Know how many children are in the group and where they are at all times. Never leave a child or a group of children unattended. (See Rule 3 definition of supervision.)
- 14) Supervise, assist and participate in all daily routines:
 - Arrival - warmly greet each child and help involve him/her in the day's activities.
 - Meals - serve, sit and eat with the children, (family style when possible), while facilitating a pleasant mealtime atmosphere with the group.
 - Dressing - assist children and instruct in self-help techniques.
 - Nap Room - maintain restful atmosphere, rub backs, provide soothing presence.
 - Project/Activity Set-Up - gather materials, mix paints, cut stencils, etc.
 - Toileting - supervise bathrooms, assist in dressing, wiping, changing, hand washing, etc.
 - Music/Group Times - sing, dance, respond and participate with the children.
 - Outdoors - bring appropriate outdoor gear and be able to play with the children.
 - Transitions - follow the appropriate transition activity while supervising the movement of all the children.
 - Clean Up - teach and encourage children during clean-up time by actively working beside them, demonstrating how to pick up and where to place items.
 - Departure - say good-bye to each child, let him/her know you are looking forward to seeing them again.
- 15) Model appropriate positive behavior guidance techniques and work with other staff so that discipline is consistent.

- 16) Help train new co-workers and substitutes assigned to the group when requested by the director. Help them relate to and supervise the children.
- 17) Work together with all center staff to solve problems, achieve center goals and respectfully communicate her/his needs.
- 18) Be responsible for educational resource materials, equipment, classroom atmosphere and alerting the teacher/assistant teacher and/or director to replacement needs.
- 19) Share in responsibility for maintenance and cleanliness of assigned room or area, keeping the center and equipment attractive, sanitary and in good repair. This may include vacuuming, mopping, sink/bathroom cleaning, room clutter clean up, etc.
- 20) Share responsibility with other staff members for the general maintenance of entire building and grounds under the direction and supervision of the director. (See the EFC Facilities Policies in the Employee Manual)
- 21) Be flexible to the staffing needs of the entire center, not just a specific group and understand that hours are subject to change due to fluctuating enrollment and the needs of the center.
- 22) Monitor the staff to child ratio in the group and inform the director of any significant change.
- 23) Be prepared to be called upon by director for special duties or assignments.
- 24) Assist in evacuation of the building in an emergency and be able to respond immediately to any emergency situation. This may include being responsible for a group of children for a short period of time.
- 25) Comply with applicable universal precautions and infection control guidelines and procedures.
- 26) Be familiar with and abide by licensing regulations and all EFC policies and procedures.
- 27) Complete all in-service training requirements. First Aid and CPR are strongly recommended by EFC.
- 28) Attend all staff meetings, and participate in center and parent events.
- 29) Arrive in the classroom on time and ready to interact positively with all children, parents and staff.

Rule 3 defines two categories of aides:

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1. Aides who are 16-18 years old must be directly supervised by a teacher or assistant teacher at all times, except when the aide is assisting with the supervision of sleeping children or assisting children with washing, toileting, and diapering.

Directly supervised means that the aide must be within sight and hearing of the teacher or assistant teacher except during those times itemized above.

2. Aides who are 18 and over may:
- A. Be alone with children when assisting with the supervision of sleeping children or assisting the washing, toileting, and diapering:
 - B. Work with a group of children in an adjoining room if the rooms are interconnected by an open archway or doorway and the children rotate between the groups supervised by the teacher or assistant teacher and the aide.
 - C. Accompany children to and from a bus stop.
 - D. Drive on a field trip without a teacher in the van.
 - E. Be alone with a group during transition times.

I have received, read and understand the job description for my position. I realize that working for Especially For Children, full or part time, involves a serious commitment to the children, parents and staff of the center. I agree to the responsibilities required of the job.

Employee's Signature _____ Date _____

Director's Signature _____ Date _____