**INFANT/TODDLER AIDE**

<table>
<thead>
<tr>
<th>Reports To: Infant/Toddler Teacher</th>
<th>Department: MSHS</th>
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<td>Entry Wage: $13.63</td>
<td>Status: Non-Exempt</td>
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**Essential Duties and Responsibilities** (This is not an exhaustive list of all duties/responsibilities. Other duties may be assigned)

- Assist Teacher with planning and conducting a classroom instructional curriculum and activities, for assigned children, that encourages growth of language, social, emotional, physical, intellectual, and communication skills
- Assist in daily health checks of children
- Assist in conducting and monitoring developmental screening of children, assist in implementing Individualized Family Service Plans (IFSPs) for families
- Monitor the progress of individual children
- Supervise classroom activities in the absence of the Teacher
- Assist to prepare, maintain, and present records, documents, reports, and reviews
- Ability to stay current on new educational practices, techniques, and objectives
- Assist to develop the primary language while introducing a second language
- Ability to help provide children with experiences and opportunities that allow them to develop curiosity, initiative, problem-solving skills, and creativity
- Ability to help maintain clear, reasonable, consistent, and age-appropriate rules and expectations for children
- May perform duties of bus monitor once trained
- Ability to multi-task, manage time, meet deadlines and remain calm and professional under pressure
- Maintain standards of confidentiality of CC Idaho clients and records
- Perform all work duties and activities in accordance with CC Idaho policies, procedures, safety practice, and Head Start Performance Standards

**Qualifications**

- **Required**
  - High School Diploma or GED
  - Ability to read, speak, and write in both English/Spanish in a business setting
  - Current driver’s license and proof of auto insurance
  - Must pass physical examination and background checks, including state day care clearance
  - Must obtain clearance of Tuberculosis
  - Must obtain First Aid and CPR certification

- **Preferred**
  - 6 months of experience teaching or in early education

- **Future Requirements**
  - Infant/Toddler Child Development Associate credential (CDA)

**Required Physical Demands**

- Is frequently required to stand; walk; climb or balance, sit, stoop, kneel, crouch, or crawl; reach with hands and arms
- Must be able to lift and/or move up to 30 pounds

**Work Environment**

Work in an office or classroom setting; may be exposed to electrical shock and fumes or airborne particles; the work may be stressful; the noise level is moderate to elevated