Aide
Job Description

Direct Supervisor: Department Coordinator
Responsible to: Director of Early Childhood Operations, Executive Director and any Member of Management
Safety-Sensitive: Yes
Work Assignment: 8 hours per day

Qualifications
• High school diploma or GED certificate
• Minimum of 6 months of teaching experience in a preschool or child care program
• Demonstrated ability or requisite personal qualities to work well with children and adults

Children’s Center Philosophy and Program Expectations
• Place children as the first priority
• Promotes teamwork and shows respect for employees
• Attends scheduled staff and team meetings
• Acquires at least 30 hours of professional development annually
• Develops and maintains relationships with families

Interactions with Parents and Staff
• Works to build positive relationships with parents and co-workers
• Communicates effectively with other adults in the program
• Demonstrates respect for parents and co-workers
• Works as a part of a team with concern for the entire program

Interactions with Children
• Exhibits positive interaction through communication, actions, contact, and responsiveness
• Encourage language development through activities, songs, questions, books and other means
• Utilizes appropriate child guidance

Classroom Responsibilities
• Utilizes and makes accessible developmentally appropriate learning materials
• Submits building maintenance forms for classroom and facility repairs

Activities and Environments
• Maintains a clean, organized and inviting classroom environment
• Uses the outdoors as part of the learning environment

Health, Safety and Emergency Procedures
Aide
Job Description

- Required First Aid/CPR training in order to perform critical life saving measures if necessary
- Responsive to Level I, II and III child safety protocols
- Has a thorough knowledge of and follows emergency plans
- Understands and follows all child supervision policies and procedures
- Records daily attendance
- Records food records, serves children and models during meal times
- Abides by all health and safety standards
- Checks children for signs of illness or accidents
- Dispenses medication according to procedures
- Follows all HWCEC and DHS policies and procedures

Work Ethic and Professional Responsibilities
- Maintains professional appearance
- Meets program requirements for attendance
- Maintains professional composure during a busy working day
- Exhibits judgment and independence
- Shows initiative and is open to new ideas

Other Related Duties as Assigned by Immediate Supervisor