

Classroom Aide

Qualifications

- Must have a high school diploma or equivalent and at least 18 years of age
- Min 0-6 ECE units + 1 yr experience in a licensed facility (Enrolled in ECE courses) or Assistant Teacher Permit
- Reliable and flexible
- Team player and can work independently



JOB REQUIREMENTS

Classroom Environment

- Monitor children to ensure safety
- Interact with children in a calm and patient manner
- Model how to regulate frustration, anger, excitement and other emotions
- Assist with planning developmentally appropriate curriculum for toddlers with co-teacher
- Be culturally sensitive and willing to learn about diversity
- Ability to speak to parents about their child's day
- Light housekeeping to keep the center clean and presentable
- Follow COVID-19 center guidelines to maintain a clean and sanitized environment
- Change diapers and assist with potty training
- Other duties as assigned

Personal and Professional Behavior

- Follows agency personnel policies
- Works cooperatively with other staff, accepts supervision, and helps promote a positive atmosphere in the center
- Participates in on-site and off-site learning opportunities in accordance with a professional development plan
- Maintains confidentiality regarding all personal information about children and families
- Maintains confidential relations with center staff
- Does not drink hot beverages around children/parents (coffee, etc.)
- No use of cell phones.

Health, Safety and Nutrition

- Follows universal health precautions
- Follows center/agency policies and procedures for health and safety
- Comfortable and able to maintain well managed classroom with a 1:8 teacher/child ratio.
- Administers medications in compliance with the agency policies and guidelines
- Follows procedures for child abuse reporting as mandated by law and understands the responsibility for action as a mandated reporter
- Has completed pediatric CPR and first aid training through an accredited or approved program and holds a current pediatric CPR and first aid certificate
- Ensures that all fire and other emergency drills occur on a regular basis
- Maintains a safe and healthy indoor and outdoor environment through monthly safety checks and reports to site director, replacement and repair needs
- Daily monitors to assure that play areas are secure and that children cannot leave or gain access to unsafe or unsupervised areas
- Understands and implements all regulations related to playground safety

Physical Demands of The Position

- Ability to sit at a child sized table with children (for meals and small group activities)
- Ability to move child sized furniture, portable playground structures, toys/educational materials, around daily
- Able to sweep, bend over to clean child sized tables, wash toys at a sink standing up
- Able to stand for 2-3 hours at a time before a break
- Ability to walk for over 45 minutes at a time
- Able to lift 30 lbs.
- Able to kneel (help with Band-Aid, shoe laces)
- Able to get a preschool aged child onto a changing table
- Sit on the floor or child sized chairs
- See well enough across distances (such as a playground or entire classroom)
- Ok with noisy environments
- Ability to hear well to respond to the needs of children
- Able to model physical activity for children (e.g. running short distances, hop, skip, kick)
- Able to model fine motor skills for children (e.g. stringing beads)
- Must be mobile enough to get to children quickly in an emergency