



JULY 2009
FLSA: NON-EXEMPT

CHILDREN'S CENTER AIDE

POSITION DESCRIPTION:

Under general supervision, assist in maintaining, caring and supervising day care students during outdoor recreation, classroom lessons and activities, assist with maintaining student records and provide related assistance to instructor and perform other duties as assigned.

ESSENTIAL/FUNCTIONS DUTIES:

- Provide assistance and supervision to day care students during outdoor recreation and recess times, classroom instruction, activities, and inform instructor of student with injuries or inappropriate behavior.
- Maintain and update records, grade rosters and student file related records and assist with preparation and scheduling of parent and teacher conferences.
- Assist with preparation and recording of information for various records and reports, including accident reports, attendance records, homework logs, evaluation records, and meal and snack counts.
- Prepare and change monthly bulletin board and assist instructors in updating and photocopying materials for class presentations, lessons and activities.
- Maintain and remain in compliance with health and safety regulations.
- Secure classroom when unoccupied and provide hygiene assistance as necessary.
- Maintain order and distribute classroom and instructor supplies.
- Keep inventory supply register.
- Serve, clean up and assist day care students during breaks including breakfast, lunch and snack times.
- Provide a clean working environment for day care students, including picking up paper and debris and maintain classroom in clean and orderly condition as classroom activities change throughout the day.
- Perform other duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- CPR certification.
- Child Development and Day Care practices, principles and procedures.
- Record maintenance.
- Classroom practices and procedures; pre-school activities and child supervisory methods.
- State laws regarding child development and health and safety regulations.
- Word processing and related application program and office equipment.

ABILITY TO:

- Encourage, nurture and motivate students.
- Organize, sort, scan, file, verify and copy assigned materials.
- Operate personal computer and standard office equipment including fax machine, computer printer, computer scanner, copier machines, and calculator.
- Organize, coordinate and complete tasks to meet scheduled deadlines.
- Assist with lesson plans and activities.
- Maintain routine student records and reports.
- Understand and follow oral and written instructions.
- Communicate effectively both orally and in writing.
- Work cooperatively with students, co-workers supervisors, management, the public and other department representatives.
- Demonstrate flexibility and respond to changing requirements and job assignments.
- Work variable hours.

REQUIRED QUALIFICATIONS

- High School Diploma /GED Certificate AND
- One year of similar coursework, training and experience in child development.

WORKING CONDITIONS:

- Very active office, must be good with children.
- Extensive computer work.
- Long periods of standing and sitting.
- Lift and carry up to 25lbs.
- Move from one work area to another as needed.