

ZOE ACADEMY CHILDCARE CENTER

JOB DESCRIPTION: TEACHER'S AIDE

JOB SUMMARY

Responsible for assisting lead classroom teacher with the daily routines of that specified room. Aides will also be responsible for assisting the engagement of all students during developmental activities that promote the social, emotional, cognitive, and physical growth of each child.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the lead teacher of specified classroom.

QUALIFICATIONS

Knowledge of:

- Thorough understanding of childcare center operations
- Basic child and baby CPR/First Aid
- Specific knowledge of developmental and emotional needs of young children
- Working knowledge of curriculum and instruction
- Basic computer skills and experience with Microsoft applications.
- Strong organizational, communications, and interpersonal skills

Ability to:

- Guide school aged children through education/development programs
- Think on his/her feet and respond to each child's needs efficiently
- Evaluate and assess situations in the classroom and create an action plan
- Maintain discretion around children's records

QUALIFICATIONS, EXPERIENCE AND TRAINING GUIDELINES:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Has completed a high school diploma or GED.
- Takes pride in the implementation of an age appropriate curriculum.
- Communicates with passion and professionalism with children and coworkers.
- Is self-motivated, self-directed, creative reliable and trustworthy.
- Previous experience working in early childhood education is a plus but NOT required.
- Desires the opportunity to build a career with a Minnesota based, growing company!
- Must pass the Applicant Background Study required by the Department of Human Services.

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6345 Xerxes Ave S. Richfield, MN 55423

Main Office (612) 823-6822



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- Must have documentation of U.S. citizenship or eligibility to work in the U.S.
- Must meet the qualifications of an aide as defined under the Department of Human Services' Rule 3 requirements.
- Must have the physical abilities to perform the following job duties:
 - To hear the conversational voice with or without a hearing aid
 - To see and read newsprint with or without corrective lenses
 - To speak and be understood under normal circumstances
 - To lift and carry children and other items weighing up to 50 pounds
 - To use arms, hands, legs, and feet with or without corrective devices to accomplish the job, including evacuation of the building during emergencies.
- First Aid and CPR Certified or willing to be certified within 90 days of employment

ESSENTIAL FUNCTIONS OF THIS POSITION

1. Greets children and parents/guardians in a professional and enthusiastic manner each day.
2. Maintains a happy, sanitary, and relaxed atmosphere in the classroom by following daily routines and procedures.
3. Assists with individual and group activities to stimulate growth in language, social, and motor skills such as learning to listen to instructions, playing with others, and using play equipment.
4. Consider and provide for the needs of the individual in relationship to their cultural and societal background, emotional or physical handicaps and individual style and pace of learning.
5. Help children learn to adapt and cope with real-life situations; to develop appropriate habits in such activities as eating, dressing, napping, and personal hygiene.
6. Works with lead classroom teacher to help plan and execute weekly lesson plans.
7. Interacts with children through instructional methods to include play, music, arts and crafts, reading, writing, computer, and physical activities.
8. Remains aware of talents, special abilities, disabilities, deficiencies, or problems of each individual child.
9. Maintains work areas in a sanitary and attractive manner to include, but not limited to sanitizing chairs, tables, and counter tops after feedings and at the end of each day.
10. Inspects children's toys daily or more often as needed for sanitary and safety concerns.
11. Ensures that toys and equipment are returned to appropriate places by the end of day unless otherwise directed.
12. Attends parent/guardian, staff and conference meetings as scheduled.
13. Promotes and fosters each child's positive self-esteem and individual development toward their fullest potential in the areas of physical, social, emotional, and cognitive growth.
14. Ensures all childcare supplies are sufficient and reports any additional supplies needed to Center Director.
15. Reports any suspicion of child abuse or neglect to the appropriate party for follow through.
16. Adheres to all established policies, procedures, and code of ethics.
17. Maintains a positive interpersonal relationship with all children, co-workers, and parents / guardians.
18. Performs other related duties as assigned.

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WORKING CONDITIONS

Incorporated within one or more of the previously mentioned essential functions of this job description are the following essential physical requirements:

1. Seldom	= Less than 25%	3. Often	= 51.75%
2. Occasional	= 25-50%	4. Frequently	= 76% and above

<u>4</u>	A.	Ability to work at a desk, conference table or in meetings of various configurations.
<u>4</u>	B.	Ability to stand and circulate for extended periods of time.
<u>3</u>	C.	Ability to see for purposes of reading laws and codes, rules and policies and other printed matter and observing students.
<u>4</u>	D.	Ability to hear and understand speech at normal levels.
<u>3</u>	E.	Ability to communicate so others will be able to clearly understand normal conversation.
<u>4</u>	F.	Ability to bend and twist, kneel and stoop.
<u>1</u>	G.	Ability to lift 50 lbs.
<u>4</u>	H.	Ability to carry 25 lbs.
<u>4</u>	I.	Ability to reach in all directions.

In addition to the aforementioned working conditions, a successful candidate must be able to work under the following mental, physical and environmental factors:

- Maintain emotional control under stress.
- Work with Frequent Interruptions.
- Occasional prolonged or irregular hours
- Prolonged use of computer and repetitive hand motions

Employee: _____ Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities duties and skills required of personnel so classified.

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