

# *Ladybug Child Care Center*

## **Aide - Job Description**

### A. **Job Requirements**

1. A minimum age of 18 years.
2. A high school diploma.
3. Adherence to all State Department of Human Services regulations.
4. Demonstrates communication skills.

### B. **Personal Qualifications and Skills**

1. Able to relate joyfully and sensitively to children.
2. Evidence of enough security and judgment to handle crisis situations.
3. Evidence of emotional maturity and stability.
4. Sensitivity to children's individual needs.
5. Dependability and flexibility.
6. Understands some of the basic principles of child development and an eagerness to learn more about the subject.
7. Able to learn to work effectively as a member of a team.

### C. **Function**

To assist in providing child care, to assist the staff, and to share in the responsibility for operating and maintaining such groups.

### D. **Duties and Responsibilities**

1. Child Contact
  - a. Carry out appropriate and positive discipline as established by the teacher.
  - b. Interact, initiate, and encourage the children in the activities during the day.
  - c. Help the children control behavior using a positive appropriate

- approach, always to use a consistent technique.
  - d. Provide the children with a safe, loving, and nurturing environment.
  - e. Assist the children's personal care needs in a positive, natural manner during bathroom time, rest periods, or other times.
  - f. Assist in supervising the playground or other group activities and be highly aware of the children's safety.
  - g. Assist the teacher and assistant teacher in preparing materials for the children to use.
- 2. Parent Contact
    - a. Greet parents daily. Communicate expressed concerns to classroom teacher or department manager.
- 3. Curriculum
    - a. Assist the teacher and the assistant teacher in carrying out planned learning experiences.
    - b. Display through knowledge of the daily routine and materials which will be used and where to find them.
    - c. To be willing to use personal skills and strengths in carrying out lesson plans.
- 4. Building, Grounds, and Equipment Maintenance
    - a. Perform housekeeping chores and maintenance chores as assigned by the classroom teacher.
    - b. Maintain the cleanliness and orderliness of the play areas and staff areas by putting materials away in their designated places.
- 5. Administrative/Supervisory
    - a. Assist in developing a cooperative and supportive attitude within the classroom and building.
    - b. Assist the teacher in keeping records by passing on observations and information regarding the children's health, behavior, and development.
- 6. Financial
    - a. Refer all questions or concerns regarding client accounts, enrollments, vacations, and withdrawals to administration.

E. Reporting Relationships

- 1. Reports to the teacher in the classroom, who is responsible for work assignment and direction.
- 2. In absence of the teacher, reports to the department manager.

F. Limits of Authority

1. May take action without informing the classroom teacher:
  - a. Conduct planned activities for the day.
  
2. May take action but must inform the classroom teacher:
  - a. Any unusual incidents or accidents.
  - b. Administer first aid.
  - c. Use routine discipline with a child.
  - d. Report suspected child abuse/neglect/maltreatment cases to Social Services and/or Police Department.
  
3. Must have classroom teacher or department manager's prior approval:
  - a. Discuss a child's routine activity with a parent.
  - b. Change your work shift.
  - c. Take time off.
  - d. Express a viewpoint contrary to teacher or department managers.