**General Position Description**

This position works cooperatively with the classroom Teacher(s) to plan and implement the daily education program for the children. An Aide position will work with the teachers to ensure that the education program is developmentally appropriate and meets the individual needs of children while constantly monitoring the children to ensure their safety.

This position reports to Center Director.

**Key Responsibilities**

Providing support for the childcare teacher.

Monitoring and supervising the children constantly.

Assisting the teachers in maintaining a safe and positive environment.

Cultivating relationships with children, parents, and guardians.

Alerting the childcare teacher to emergencies.

Preparing and serving meals and snacks.

Greeting parents and addressing children by their name.

Adhering to procedures in preparing a bottle or changing a diaper.

Assisting with water or playground activities.

Assisting in putting children to sleep.

Working together to conduct center wide as well as individual classroom cleaning responsibilities

Attending and participating in professional development opportunities.

**Education and Experience Requirements**

Must be 16 years of age or older

Be of good moral character

Must clear full background check.

**Essential Skills/Abilities Required**

Ability and willingness to learn about developmentally appropriate early childhood practices.

Knowledge of childcare state licensing requirements.

Ability to work as a cooperative and supportive team member.

Ability to actively interact with children, including bending, kneeling, sitting on the floor, lifting, climbing, and walking.

Ability to obtain infant/child first aid and CPR certification and other state requirements.

Ability to communicate with others both verbally and in writing.

Ability to lift, carry, and move center/classroom equipment and supplies up to a minimum of 40 pounds.

Employee Signature Date