

English as a Second Language (ESL) Program The Lutheran Church of Our Savior

Approved by LCOS – December 2018

JOB DESCRIPTION

Position Title: Childcare Aide – Part-time

Reports To: Childcare Program Coordinator

FLSA Status: Non-Exempt Hourly

Summary of Position:

Provide assistance in the smooth and efficient operation of the classroom environment by performing and implementing the daily educational and recreational activity plans, and nutrition programs designed by the Childcare Program Coordinator.

Responsible for:

- Following curriculum materials and guidance provided by the Childcare Program Coordinator.
- Assuring the care and safety of the children
- Observing, participating and monitoring recreational activities, including, but not limited to reading to children and teaching them simple painting, drawing, handicrafts, and songs.
- Instructing and assisting children in health and personal habits, such as eating, resting, and toilet habits.
- Assisting in preparation of food for children, serving meals and/or refreshments to children, and clean-up of the children's food in church's kitchen.
- Supervising careful handwashing for each child before snack and after toileting.
- Assisting in the supervision of the children and fosters positive behaviors/actions.
- Ensuring order in activity areas.
- Organizing, storing and restoring the classroom to the same state in which it was found.
- Completing all required paperwork in an accurate and neat manner.
- Adhering to all established policies, procedures and code of ethics.
- Remaining with the children until they have all been returned to their parents' care.
- Labeling all properties (such as diapers, wipes, or snacks) that are brought with a child and using them only with that child.
- Notifying the Childcare Program Coordinator in a timely fashion of any anticipated or unanticipated absences.
- Attending childcare staff meetings required by the ESL Program Director and/or Childcare Program Coordinator.
- Communicating and reporting promptly any concerns or significant incidents involving the children to the Childcare Program Coordinator.
- Performing other duties as requested by the Childcare Program Coordinator.

Knowledge/Skills/Abilities

- Excellent organizational and interpersonal relations skills.

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- Demonstrated ability to work with diverse populations.
- Ability to manage multiple tasks.
- Excellent oral and written communication skills.
- Ability to work effectively with others, especially co-workers, parents, and volunteers.
- Family/child relations.
- Diplomacy.
- Math aptitude.
- Professionalism.
- Reading skills.
- Project management.
- Time management.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

A High school diploma or general education degree (GED) recognized by Delaware Department of Education with a minimum of (6) six months to 1 year experience working with children birth through 12 years in a group setting. Must be at least 18 years of age.

Must successfully pass background check as required by the State of Delaware.

Language Ability:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

Reasoning Ability:

Ability to solve practical problems and interpret a variety of instructions.

Certificates and Licenses:

CPR/1st Aid Training Certification preferred.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands; reach with hands and arms and talk or hear. The employee is frequently required to sit; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

Staff Member Name:

Date:

ESL Advisory Board President:

Date:

Lutheran Church of Our Savior:

Date:
