

## Plaza Christian Academy Job Description

**Job Title:** Infant/Toddler Aid  
**Status:** Full-time, Non-Exempt  
**Reports to:** Academy Director

### ROLE SUMMARY:

Infant and Toddler Teacher' Aid at Plaza Christian Academy are directly responsible to the PCA Administration. They are partners first with the local church in seeing that the parents and children are taught the way of salvation through Jesus Christ as they disciple students in the Word of God. The Infant and Toddler Teachers Aid will support the Infant and Toddlers teachers to help provide a fun, nurturing environment for all children in their care and will focus on the physically and developmental needs of each child.

### MINIMUM QUALIFICATIONS:

- Have the minimum of a high school diploma or GED equivalent
- Be an active member in good standing in a local Christian church.
- Personal religious daily testimony in word and deed is vital to their duties as an employee.
- Have a personal relationship with Christ.
- Communicate effectively with peers, parents, and children.
- Able to meet the physical demands of the job.
- Complete background check according to local laws.

### RESPONSIBILITIES:

#### *Spiritual*

- Maintain a consistent and growing walk with the Lord, seeking to put Him first in everything.
- Discern each student's relationship with the Lord and lead them to be a strong disciple.
- Continually integrate Scriptural principles into all areas of care and nurturing

#### *Assist the Infant/Toddler Teacher in establishing and maintaining a safe, healthy learning environment*

- Designs appropriate room arrangement to promote play, exploration, and learning
- Promotes healthy eating practices.
- Maintains a safe environment
- Posts necessary information to ensure the safety and well-being of children
- Maintains an orderly learning environment
- Provides individualized care for each child as needed

#### *Assist the Infant/Toddler Teacher to advance physical and intellectual competence*

- Uses equipment and materials for indoor and outdoor play that promote children's physical development

#### *Assist the Infant/Toddler Teacher to support social and emotional development and provide positive guidance*

- Establishes routines with smooth transition periods
- Communicates with children at their developmental level

#### *Assist the Infant/Toddler Teacher to establish positive and productive relationships with families*

- Relates assessment information to parents and offers support for dealing with children at different developmental stages
- Plans and conducts meetings with parents as needed
- Communicates with parents through ProCare Connect or Class Dojo, weekly progress notes, monthly newsletter, and parent conferences
- Provides a variety of ways that families can participate in the program
- Encourages parents to participate in the program

***To ensure a well-run, purposeful classroom that is responsive to students needs***

- Be prepared and on time for class each day
- Assesses program supplies and materials needed before implementing activities
- Coordinates and helps supervise aides and volunteers working in the classroom
- Maintains written schedules for each child
- Assesses children's needs and developmental progress on an ongoing basis

***To maintain a commitment to professionalism***

- Promotes PCA's Philosophy and Mission
- Supports PCA's Honor Code
- Engages in ongoing staff development to improve personal and professional skills
- Supports the professional growth and development of colleagues by sharing materials and information and providing helpful feedback and encouragement
- Attends staff meeting, workshops, and in-service training provided by PCA
- Be prompt, present and focused at all meetings and school functions
- Keep the administration informed of needs and potential problems related to the general welfare of the school

**Personal Qualities and Special Job Characteristics:**

Must be physically able to perform the job of an Infant/Toddler Teacher Aid (e.g., able to lift children and/or equipment up to 40 lbs; able to stoop, bend, sit and stand for extended periods of time). Must have a warm, supportive attitude toward children. Must be reliable. Must be flexible in receiving assignments or adapting to changes in the program. Must be willing to accept supervision in order to improve work performance. Must be able to carry out all other duties as assigned by the administration.

**By signing below, I agree that I have read and understand the qualifications and responsibilities outlined in my job description.**

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**Infant/Toddler Aid Signature**

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**Date**