

Job Title:	STAFF DAYCARE AIDE
Department:	Student Services
Reports to:	Staff Daycare Director, Principal
Classification:	Non-exempt / Support Staff
Employment:	9 months / At-will
Evaluation:	Performance of this job will be evaluated annually in accordance with provisions of the board's policy on evaluation of support staff personnel.

SUMMARY

The Staff Daycare Aide is responsible for supervising, nurturing, and caring for children typically from ages 6 weeks to school entry. The individual in this position welcomes children each day, assists with meals and snacks, assists with crafts and activities, assists with diapers and toileting, and ensures children behave well when in contact with other children and adults.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

1. Displays an understanding of district curriculum pertaining to preschool students
2. Nurtures and cares for pre-school children while parents are at school; provides for children's basic needs during the day
3. Ensures children's safety and well-being
4. Treats each child with dignity and respect
5. Supervises young children in independent play (both indoor and outdoor) and during rest time
6. Performs good hand-washing techniques for disease and infection control
7. Prepares and feeds bottles as necessary
8. Assists with meals and snacks
9. Wipes children's hands and mouths before and after meals
10. Assists with diapering and "bathrooming"
11. Ensures children have adequate supplies from home, such as diapers, wipes, diaper cream, etc.
12. Assists with activities and curricula that stimulate children's physical, emotional, intellectual, and social growth
13. Provides Daycare Director with feedback on student performance
14. Assists in maintaining the classroom in a functional, attractive and orderly environment conducive to student learning (i.e. bulletin boards, displays, posters, etc.)
15. Assumes equal share of the house-keeping responsibility of the staff
16. Reproduces materials for learning activities
17. Participates in recommended training programs, conferences, courses or other aspects of professional growth
18. Comforts children when they are crying; determines cause of distress
19. Demonstrates appropriate motivational techniques
20. Enforces behavioral expectations as directed by the Daycare Director
20. Demonstrates effective techniques to maintain appropriate behavior

21. Reports behavior to Daycare Director
22. Maintains confidential nature of all school-related matters
23. Performs other tasks and assumes other responsibilities as assigned by the supervisor or Superintendent

SUPERVISORY DUTIES

Supervises children at all times.

QUALIFICATIONS

Background Checks

Clearance on all background checks required by law that is satisfactory to the Administration.

Education/Experience

A minimum of a high school diploma, equivalent (GED), with at least 60 college hours preferred. Demonstrated aptitude for successfully performing tasks of the kind listed above. Must have the ability to deal pleasantly with staff, students and the public. Such alternatives to the above qualifications as the board may find appropriate and acceptable. Must have the ability to lift at least fifty (50) pounds as an essential job requirement.

Certificates, Licenses, Registrations

N/A

SKILLS AND ABILITIES

Language

An individual who holds this position must have the ability to:

Read and comprehend simple written and oral instructions, short correspondence and memos

Write short correspondence and memos

Communicate one on one and in small groups

Computation

Basic math skills expected.

Reasoning

An individual who holds this position must have the ability to:

Understand and follow verbal and written instructions

Occasionally solve problems involving concrete variables within standardized situations

Technology

Basic computer skills including word processing and data entry.

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 essential functions.

Physical Requirements

An individual who holds this position:
Is frequently required to stand, stoop, bend and kneel
May have to use therapeutic restraint
Will regularly lift students
Must have both close and distance vision

Hours / Attendance / Travel

Consistent and regular attendance is an essential function of this position.
Monday through Friday (days of student attendance), Beginning and ending time set by supervisor.

CONDITIONS AND ENVIRONMENT

The work conditions and environment described here are representative of those that an individual will encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The individual who holds this position will regularly work in a school environment that is noisy and active. Occasionally the individual will be required to work outdoors for short periods of time to perform such tasks as loading and unloading students from district transportation and supervising recess.

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