



## POSITION DESCRIPTION

Child Development Aide

**Position** ..... Child Development Aide

**Department/Site** .....

**FLSA** ..... Non-Exempt

**Evaluated by** .....

**Salary Range** ..... 17

### **Summary**

Provides direct care to children and assistance at a day care facility. Implements innovative child-centered curriculum and efficient functioning, for a state-funded preschool or infant-toddler child development program While care is custodial in nature, incumbents are required to provide some instructional support.

### **Essential Duties and Responsibilities**

- Works with Specialists or Teachers to implement lesson plans and daily activities by providing positive learning experiences for children.
- Assists the Specialist or Teacher in maintaining classroom discipline by observing the activities of the children and maintains order.
- Gives each child individual and special attention each day. Responds to each child's particular needs and characteristics. Insures that all children receive equal attention.
- Reads stories, sings songs, plays records and prepares and organizes materials for children's activities.
- Reports to the Specialist or Teacher any signs of illness or distress observed in the children. Aids in dealing with the situation, as appropriate.
- Provides personal hygiene assistance to children. Physically assists children for short periods of time to accommodate health or mobility needs.
- Prepares teaching aids, labels, charts, and bulletin boards and displays as instructed.
- Performs light housekeeping to maintain the room in a safe and orderly manner.
- Assists in planning, preparing and serving simple nutritious snacks.
- Helps to ensure that program policies and procedures are followed at the school site.
- Performs other duties as assigned that support the overall objective of the position.

### **Qualifications**

#### **- Knowledge and Skills**

- Requires a basic knowledge of child guidance principles and practices and an understanding of the goals and objectives of a day-care program.
- Knowledge of arithmetic, grammar, spelling, language and reading sufficient to assist students with homework or other projects is required.
- Requires good communication skills to interact with students, staff and parents.
- General knowledge of basic clerical and record keeping processes is necessary.

#### **- Abilities**

- Ability to perform the essential responsibilities and work tasks of the position.
- Demonstrated ability to understand and interpret Specialist's or Teacher's instructions in order to assist in instruction-oriented recreation activities of children.
- Ability to understand the needs and differences of children and to reach and motivate them.



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- Requires the ability to balance emotional support and discipline to deal with behavior problems.
- Ability to perform clerical and classroom support duties with minimum supervision.
- Work is performed in a classroom setting, presenting minimal exposure to health or safety hazards.
- Requires a sensitivity to the dynamics of teen parenting.

#### **Physical Abilities**

- Requires normal hearing and speaking skills to communicate with staff and students.
- Requires visual acuity to read numbers and words.
- Requires the ability to stand and walk for extended periods of time (greater than two hours), to lift light to medium objects on an occasional basis (10-25 lbs.), and to push or pull lightweight objects.

#### **Education and Experience**

- A high school diploma, or the equivalent.

#### **Licenses and Certificates**

- May require a first-aid certificate.
- May require a valid driver's license.

#### **Working Conditions**

- Work is performed indoors and outdoors with minimal safety hazards, yet some exposure to communicable diseases.