



Elgin Independent School District- Job Description

<u>Job Title</u> Child Care Aide		<u>Dept./School</u> Child Development Center	<u>Reports to</u> Director of Child Development Center
<u>Pay Grade:</u> 1 CP	<u>Days:</u> 192 Days	<u>FSLA Status</u> Nonexempt	<u>Date Revised</u> January 5th, 2024

Primary Purpose:

Assist in implementing childcare programs and assuring that each child is well cared for and safe.
Provide routine care for infants and children in an instructional setting.

Qualifications:

Education/Certification:

High school diploma or hold a General Educational Development (GED) certificate

Special Knowledge/Skills:

Ability to read and verbally communicate with children, staff, and parents
Ability to work with groups of children in a positive manner
Ability to follow verbal and written instructions
Effective organizational and communication skills
Ability to relate to children and adults with courtesy, respect, acceptance, compassion, and patience

Experience:

Some experience in an infant/childcare setting

Major Responsibilities and Duties:

Instructional Support

1. Assist in planning, preparing materials, and implementing daily learning activities for children.
2. Conduct age-appropriate activities for children in care including but not limited to reading to children and teaching simple painting, drawing, crafts, and songs.
3. Observe and monitor children's play activities.
4. Help maintain a neat and orderly classroom including organizing and storing toys, materials, and personal items belonging to children.
5. Clean and sanitize furniture, equipment, toys, and linens.
6. Sterilize bottles and prepare formulas. Prepare snacks, ensuring safe handling of food for children.
7. Help teachers keep administrative records and prepare required reports.

Student Management

8. Supervise and ensure safety and security of children in the classroom, on outings, and to and from outside play areas.
9. Assist children with all physical functions such as feeding, diapering, toileting, walking, and standing.
10. Make teachers aware of special needs or problems of individual students.
11. Observe and document developmental progress of children.

Safety

12. Follow established safety procedures and techniques to perform job duties including lifting and climbing.
13. Follow district safety protocols and emergency protocols.
14. Maintain current cardiopulmonary resuscitation (CPR) and first aid certifications.

Other

15. Participate in faculty meetings and special events as assigned.
16. Participate in staff development activities to improve job performance and meet state childcare licensing standards.

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard classroom and nursery equipment such as toys, playgrounds, multiple-rider strollers, etc. Personal computer and printer.

Posture: Moderate standing; occasional kneeling, squatting, bending, and stooping

Motion: Moderate walking, climbing, lifting, balancing, and handing or moving materials

Lifting: Regular light lifting and carrying

Environment: Work inside and outside (exposure to sun, heat, cold, and inclement weather); exposure to noise; frequent exposure to bodily fluids

Mental Demands: Work with frequent interruptions; maintain emotional control under stress and self-control in the presence of children.

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.