

## Cantalician Center School – Job Description

### **Daycare Aide / Assistant**

#### **GENERAL PURPOSE OF POSITION**

Assists teacher with providing early childhood care to children. Prepares instructional materials and maintains order and cleanliness in the learning environment. Uses observation skills to remain aware of changes in the behavior and physical condition of children. Assists with feedings, field trips, arrival and departure, behavior control and other activities.

#### **REPORTS TO:**

Reports to Day Care Director.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Assist individual children and small groups of children as directed by the teacher.
- Monitor children's behavior and implement their behavior plans.
- Provide care and instruction to promote a safe environment for children.
- Become familiar with children's behavior and disabilities to the extent applicable.
- Report unusual signs and symptoms exhibited by the children to Daycare Director or Teacher.
- Help each child to mature academically, emotionally and socially.
- Provide clear, consistent direction to children.
- Maintain a clean and orderly work environment.
- Provide appropriate supervision to children during recreational periods, arrival and departure, field trips and other out-of-class activities.
- Make or modify educational materials as specified by the teacher.
- Provide appropriate physical care of assigned children to maintain their cleanliness, safety and comfort. This would include tasks such as direct assistance with washing, dressing and toileting. It would also include monitoring, correcting, and modeling appropriate behaviors at meal times.
- Provide teacher with input and information necessary to document children progress at regularly scheduled intervals.
- Consistently complies with all agency policies and procedures.
- Perform other duties as directed by the Daycare Teacher or Daycare Director.
- Perform other duties as directed by the Principal and/or Director of Education, including but not limited to providing staff coverage in the pre-school integrated program.

## **SKILLS AND ABILITIES**

- Moderate level of written and oral communication.
- Moderate level of interpersonal skills.
- Moderate level of behavior management skills.
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## **MINIMUM EDUCATION AND TRAINING**

- A Daycare Aide must have a high school or GED diploma
- An acceptable background check, including fingerprinting.
- One year of teaching assistant/aide experience preferred.
- Required to obtain thirty hours of continuing education and training every two years at employee's own expense which may occur outside employee's regular work hours.

## PHYSICAL DEMANDS

On-the-job time is spent in the following physical activities  
Show the amount of time by checking the appropriate boxes below.

Amount of Time

	None	Up to 1/3	1/3 to 1/2	2/3 or more
Stand			X	
Walk			X	
Sit		X		
Talk or hear				X
Use hands or fingers, handle or feel			X	
Push/Pull		X		
Stoop, kneel, crouch or crawl				X
Reach with hands and arms			X	
Stair climbing		X		

This job requires that weight be lifted or force be exerted. Show how much and how often by checking the appropriate boxes below.

Amount of Time

	None	Up to 1/3	1/3 to 1/2	2/3 or more
Up to 10 lbs.				X
Up to 25 lbs.				X
Up to 50 lbs.			X	

This job has special vision requirements. Check all that apply.

- ☒ Close Vision (clear vision at 20 inches or less)
- ☒ Distant Vision (clear vision at 20 inches or more)
- ☒ Color Vision (ability to identify and distinguish colors)
- ☒ Peripheral Vision (ability to observe an area that can be seen up and down or to the left and right while eyes
- ☒ Dept Perception (three dimensional vision; ability to judge distances and spatial relationship.
- ☒ Ability to Adjust Focus (ability to adjust eye to bring an object Into sharp focus)
- ☐ No Special Vision Requirements

Specific demands not listed:

Ability to work under pressure. Multi-task

## WORK ENVIRONMENT

This job requires exposure to the following environmental conditions.  
Show the amount of time by checking the appropriate boxes below.

Amount of Time

	None	Up to 1/3	1/3 to 1/2	2/3 or more
Outdoor weather conditions			X	

The typical noise level for the work environment is:  
Check all that apply.

- ☒ Very Quiet
- ☒ Loud Noise
- ☒ Quiet
- ☒ Very Loud Noise
- ☒ Moderate Noise

Hearing:

- ☒ Ability to hear alarms on equipment
- ☒ Ability to hear students/individual calls
- ☒ Ability to hear instructions from department staff

## REPETITIVE MOTION ACTIONS

Number of Hours

Repetitive use of hands	0	1-2	3-4	5-6	7 +
A. Right only					
B. Left only					
C. Both					X

Grasping: simple/light:

A. Right only					
B. Left only					
C. Both					X

Grasping: Firm/heavy:

A. Right only					
B. Left only					
C. Both					X

Fine Dexterity:

A. Right only					
B. Left only					
C. Both					X