

Infant/Toddler Aide Job Description

Classification: Full Time, Non-Exempt

Reports To: Supervisor of Educational Services

Education Required:

- Associate's Degree in Early Childhood Education is preferred.
- An Associate's Degree in any field is acceptable.
- High School Diploma, plus two years experience.

Requirement for ALL Teaching Staff: Must obtain and maintain updated state required clearances, annual health exams, and ongoing yearly training hours.

A \$500 sign-on bonus is offered for this role. Half of the bonus will be paid upon completion of 3 months and the remainder upon the completion of 6 months in the role.

Duties and Responsibilities:

- Assist Teachers in providing direct, quality interactions to children as required by IFSP/IEP goals or programming.
- Monitor, observe, and assist all preschool staff to maintain highest level of safety throughout all school environments.
- Assist Teachers in preparation of classrooms; materials, activities, programs, etc. as directed by teacher.
- Assist in coordination of any transition activities, programs, daily classroom care as directed.
- Provide highest level of confidentiality throughout all aspects of programming.
- Assist children during self-care activities, while ensuring safety and proper hygiene.
- Ensure resource materials-classroom/bathroom, are maintained, and stocked regularly.
- Participate in on-going required trainings in order to maintain state compliance.
- Perform other duties as assigned by Supervisor or Teacher

Skills, Knowledge, and Experience Required:

- Experience working with young children.
- Knowledge of child development and basic developmentally appropriate practices.
- Must have excellent communication and interpersonal skills and ability to cope with stressful situations.
- Must work well with others and be flexible

Physical Skills Required:

- Must have strength and ability to lift young children (approximately 75lbs.)
- Must tolerate considerable bending, stooping, squatting.
- Must be able to assist children with self-help skills.

The information above is not comprehensive of all duties/responsibilities performed by this position. This job description is not an employment agreement or contract. The Executive Director and Board of Directors have the exclusive right to alter this job description at any time without notice.