

Job Description for Kids' Corner Child Care Center  
Infant, Toddler, Preschool and School Age Care

**Teacher's Aide:** The person selected for this will be responsible for assisting the teacher and the general supervision and management of the children. This person must have a warm and friendly personality, be sensitive to the feelings and needs of others, be able to relate well to children, adults, and employees. Must be willing to fulfill responsibilities in accordance with the center's policies and philosophies.

**Purpose:** To assist the Lead Teacher in providing a warm and nurturing environment in which a child can grow physically, emotionally, and intellectually.

**Job Requirements:**

**Education:** This person selected for this position must be 16 years of age and meet the licensing requirements set forth by the Department of Human Services.

**Experience:** Should have some experience in working with young children or in Early Childhood/Child Development/Family development programs.

**Qualifications:** To perform this job successfully, individuals must be able to perform each essential duty/expectation satisfactory. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

- Ability to maintain confidentiality
- Excellent oral and written communication and presentation skills
- Demonstrated capability to interface and maintain effective relationships with administration and staff in a team-oriented environment
- Capacity to assume responsibility for own professional development
- Detail oriented, logical, and methodological approach to problem solving
- Flexible with the ability to work in a high demanding stressful environment
- Ability to cooperate successfully as a member of a team
- Ability to communicate effectively with others including giving and receiving feedback respectfully on the quality of service
- While performing the duties of the job the employee is regularly required to talk, hear, and see
- The employee is frequently required to stand, walk, sit; use hand to handle and feel; reach with hands and arms; stoop, kneel, crouch or crawl
- The employee must occasionally lift and/or move up to 30 pounds
- Transportation time spent commuting between sites for meetings, trainings and in-service

**Duties and Responsibilities:**

- Assist in planning and implementing the daily program under the directions of the classroom teacher
- Utilize appropriate language, interactions, and positive discipline
- Model positive behavior
- Continuously monitor children to always ensure safety and report child abuse and neglect when necessary
- Help to meet the needs of the individual child
- Help with the organization, appearance and learning environment of the center
- Assume an equal share of cleaning, sanitizing, and disinfecting of all surfaces, toys, and equipment; housekeeping tasks; and diapering
- Attend all staff meetings as required and achieve yearly continuing education credits
- Assist in public relations events sponsored by the center
- Assist office personnel and classroom teachers in maintaining staff to child ratios
- Assist Lead Teacher in establishing positive relationships with parents
- May be required to work in multiple classrooms if necessary