

Oak Grove School District
Child Care Center

JOB TITLE: **CHILD DEVELOPMENT CENTER, PRESCHOOL AIDE**

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To assist Child Development Center Specialist III by performing instructional support tasks and child care activities; to supervise students and perform a variety of related duties in the maintenance of an effective learning environment. To provide clerical and other classroom support services to the Child Development Center Specialists.

Employees in this classification receive general supervision from the Child Development Center Specialists and/or Child Development Specialist Program Administrator.

TYPICAL DUTIES

- Treats each child with respect and interacts with children in a caring, nurturing and positive manner
- Provides positive reinforcement and encouragement for children
- Maintains professional attitude by modeling appropriate behavior
- Follows health, safety and emergency policies and procedures: assists children with personal care and first aid
- Assists Child Development Center Specialist and staff with daily cleaning and maintenance of the total learning environment
- Assists staff in preparation of daily activities such as snack, crafts, indoor/outdoor games and center activities as needed
- Assists Child Development Specialist and staff with documentation and evaluations of daily activities on an ongoing basis with staff
- Participates in required staff meetings
- Performs other duties as assigned

MINIMUM QUALIFICATIONS

- Minimum of six months experience in a childcare center, family day care home or other group environment. Aides must be at least 18 years of age or have the ability to obtain a work permit.
- High school diploma or equivalent required

PHYSICAL REQUIREMENTS:

Vision sufficient to read fine printed material; hearing and speech sufficient to enable communication by telephone or in person; mobility sufficient to walk, bend, twist, stoop, kneel, crouch; stamina sufficient to sit or stand for long periods of time; physical strength to lift or move disabled students.