

White Settlement Independent school District
Family Resource Center

Job Description: Family Resource Center Aide Non-Exempt

Conditions of Employment: to be considered for employment, an applicant must present, or have on file with White Settlement ISD:

- 1) A Social Security Number or Employee Identification Number
- 2) An official fingerprint record
- 3) Proof of completed child care provider training or record of experience

Duties and Responsibilities/Child Care:

- 1) Welcome children and their parents to FRC child care facilities
- 2) Insure the safety of all children in care by maintaining attendance lists of all children in care each evening
- 3) Monitor the activities of children in care so as to maintain a quiet and appropriate learning environment for parents
- 4) Interact with children in care, using age-appropriate activities and materials provided

Duties and Responsibilities/Projects, Activities, and Events:

- 1) Assist with regularly scheduled sanitizing of children's toys and games
- 2) Assist with contacting Spanish-speaking students in English as a Second Language for Adults classes with information and support
- 3) Assist with ongoing cleaning and refurbishing classroom facilities projects
- 4) Assist with creation and production of workshop and class series learning materials and testing forms
- 5) Communicate good ideas, needs, and/or problems to Family Resource Center staff in a timely manner

Procedures for Payment:

- 1) Family Resource Center Aides log on/off TrueTime each day to track hours.
- 2) Payroll checks are distributed on or about the 23rd of each month.

Weekly Schedule:

Monday	8:00am – noon
Tuesday	5:45 – 8:15pm
Wednesday	8:00am – noon
Thursday	5:45 – 8:15pm
Friday	8:00am -- noon

Signature:

Date:
