

## Job Description

<b>Position Title</b>	<b>Wraparound Care Classroom Aide</b>		
<b>Building</b>	Lincoln Elementary	<b>Department</b>	Early Childhood
<b>Hours</b>	Hourly	<b>Supervisor</b>	Community Education Director
<b>Band and Grade</b>	B-21	<b>Tools and Equipment</b>	Computer, laptop, iPad, applicable software, calculator, phone, copy machine

<b>Primary Function</b>	Assists the teacher with conducting activities, and providing care to children. Reports and records child and parent information. Greets children and parents upon arrival. Provides a stable environment for children.
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<b>Essential Duties</b>	
<b>1</b>	Supervise children individually, and in small groups
<b>2</b>	Provide care, guidance, and developmental experiences meeting the appropriate educational and emotional needs of the children
<b>3</b>	Keep record of each child as necessary to assure quality care
<b>4</b>	Cultivate relationships with children, parents, and guardians
<b>5</b>	Assist in preparing & serving meals and snacks
<b>6</b>	Assist in all aspects of keeping the classroom clean & organized
<b>7</b>	Assist the children in personal care needs in a positive, natural manner during bathroom times, rest times, or any other time of the day
<b>8</b>	Carry out appropriate and positive discipline as established by the teacher
<b>9</b>	Assist the teacher in keeping records by passing on observations and information regarding the children's health, behavior, and development
<b>10</b>	Performs all other duties as assigned

<b>Minimum Qualifications</b>	High School Diploma or Equivalent. Must be at least 16 years of age. If under the age of 18, a teacher or assistant teacher must directly supervise the aide at all times.
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<b>Skills Required</b>	<ul style="list-style-type: none"> <li>• A positive attitude</li> <li>• Valid CPR and first-aid certifications</li> <li>• Caring and compassionate attitude when interacting with and caring for children</li> </ul>
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	<ul style="list-style-type: none"> <li>• Strong verbal communication and listening skills to converse with children, and parents or guardians</li> <li>• Excellent patience and stamina for keeping up with the demands of children of all ages</li> <li>• Advanced multitasking and organizational skills to handle multiple children at a time</li> </ul>
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<b>Physical Activities/ Requirements</b>	<p>Fingering, grasping, feeling, talking, hearing, seeing.</p> <p>Sedentary work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.</p> <p>Stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, repetitive motions.</p> <p>Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.</p>
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