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**Job Title:** Child Development Aide

**Supervisor:** Child Development Teacher and Principal

**Terms of Employment:** 185 days

**Job Summary:**

Assist the child development teacher in providing a well-organized, smoothly functioning class environment in which students can take full advantage of the instructional program and available resource materials.

**Essential Duties:**

1. Participate in in-service training provided by the State Department of Education and the school district.
2. Plan and prepare for classroom activities under the supervision of the child development teacher.
3. Assist the child development teacher with providing individual and small group instruction designed to meet individual needs of children in communication skills, health habits, physical skills and development of positive self-concepts.
4. Assist the child development teacher in creating an effective environment for learning through a functional and attractive arrangement of furniture, equipment and learning centers/workstations.
5. Assist individual children in need of special attention.
6. Assist the child development teacher with other classroom duties such as snack, recess, lunch and bathroom and clothing routines.
7. Assist the child development teacher with at least one home visit per year and parent conferences.
8. Assist with the maintenance of records as required by the State Department of Education and the school district.

**Other Duties: Other Duties:**

Perform other tasks and assume other responsibilities as may from time to time be assigned.

**Job Specifications:**

Performance of this position will be evaluated in accordance with provisions of the Board's policy on the evaluation of Support Personnel.

**Minimum Qualifications (Knowledge, Skills and Abilities Required):**

1. **Must meet requirements for a paraprofessional which includes one of the following: Minimum of 60 college credit hours or an Associates Degree or Paraprofessional certificate (minimum score of 456 on the exam), or passed the areas of WorkKeys/WIN**
2. Demonstrate aptitude (i.e. good grasp of spoken and written language, positive attitude toward young children, and knowledge of needs and development of young children) for the work to be performed.



3. Such alternatives to the above qualifications as the Administration and/or Board may find appropriate and acceptable.

### **Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand and reach with hands and arms; walk; sit; stoop or kneel; crouch or crawl.

Additional physical requirements include the following:

- Physically capable of frequently lifting or moving up to 40 pounds;
- Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus;
- Ability to sit and stand for extended periods of time;
- Manual dexterity for the purpose of using a telephone and data entry;
- Read a computer screen and printed material with or without vision aids;
- Hear and understand speech at normal levels and on the telephone; and
- Speak in audible tones so that others may understand clearly in person and on the telephone.

### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Pay Grade:** 103-104 Based on Education

Please click [here](#) for salary scales.

***This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the appropriate administrator or supervisor. Horry County Schools reserves the right to update, revise or change this job description and related duties at any time without prior notice.***