

**JOB TITLE:** Teacher's Aide

**EMPLOYER:** Golden Days & Little Rays Daycare Center

**REPORTS TO:** CEO/ Head of Operations/ Center Manager/ Center Manager /Classroom Teachers and Assistant Teachers.

**SUMMARY:** This position is responsible for the preparation of daily activities; aids the instructional efforts of the teacher. The position may require working with children 6 weeks up to age 12.

**DUTIES AND RESPONSIBILITIES:**

- Supports the learning center environment.
- Responsible to keep accurate head counts throughout the day
- Helps with appropriate daily activities for children.
- Establishes and maintains a safe and healthy nurturing environment for children.
- Supervises children for safety.
- Responsible for feeding and allergy prevention
- Responsible to tend to medical emergencies of children
- Arranges classroom daily and before Fall and Spring sessions.
- Keeps the learning environment clean and orderly
- Attending staff meetings, school programs, and in-service training.
- Mandated Reporter
- Performs other related duties as assigned by management.

**QUALIFICATIONS:**

- Certificates, licenses, and registrations required: Adult & Pediatric CPR/First Aid must be attained within 30 days of employment and must always be kept current. Required training from DHS must be kept up to date. This may include AHT, SUIDS, Risk Reduction, Supervision for Safety, Child Development courses, OSHA training, and all other required DHS training.
- Computer skills required: Must be able to download and manage several computer/phone Apps for onboarding, ongoing documents, schedule, and daily punch-in/out; responsible for efficiently operating our parent communication app on a phone or tablet; Downloading app to participate in staff updates/chats/communication is required. Microsoft Office Suite knowledge is a plus

Other skills required:

- Carries out childcare activities under the supervision of a teacher or assistant teacher.
- Must be at least 16; if under 18 must be directly supervised by a teacher or assistant teacher except with sleeping children or assisting with toileting and diapering and/or except within Rule 3 requirements and exceptions.
- Ability to communicate effectively, both orally and in writing.
- Ability to understand and follow safety procedures.
- Ability to understand and follow specific instructions and procedures.
- Ability to provide activities for children that encourage healthy growth.
- Child supervision skills.
- Ability to provide a supportive and caring environment for children.
- Skill in preparing instructional aids and plans.

**COMPETENCIES:**

**Diversity** - Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Builds a diverse workforce.

**Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically upholds organizational values.

**Attendance/Punctuality** - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

**Dependability** - Follows instructions, takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies the appropriate person with an alternate plan.

**Initiative** - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

**Oral Communication** - Speaks clearly in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

**Professionalism** – Tactfully approaches others; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

**Safety and Security** - Observe safety and security procedures; Determines appropriate action beyond guidelines; Report potentially unsafe conditions; Uses equipment and materials properly.

**Teamwork** - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

**Written Communication** - Writes clearly and informatively; Edits work for spelling and grammar; Presents numerical data effectively; Able to read and interpret written information.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

- Frequently required to stand and walk and sit.
- Frequently required to utilize hand and finger dexterity.
- Occasionally required to climb, balance, bend, stoop, kneel, or crawl.
- Continually required to talk or hear.
- Occasionally required to taste or smell.
- Occasionally exposed to wet and/or humid conditions.
- Occasionally works in high, precarious places.
- Frequently exposed to outside weather conditions.
- Frequently exposed to bloodborne and airborne pathogens or infectious materials.
- The noise level in the work environment is usually moderate to loud.
- The employee must frequently lift and/or move up to 40 pounds.
- Specific vision abilities required by this job include close vision; distance vision, peripheral vision;

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*The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.*

**ACKNOWLEDGEMENT**

I have read the foregoing job description and understand the responsibilities of the job. I agree that I can perform the essential duties of this position.

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Employee Name

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Manager Name

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Head of Operations Signature

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Date Signed