

**PLANO INDEPENDENT SCHOOL DISTRICT
Job Description**

JOB TITLE: Employee Child Care Aide

WAGE/HOUR STATUS: Exempt

REPORTS TO: Child Care Giver and or Coordinator

PAY GRADE: 209

DEPT./SCHOOL: Student Services/ Employee Child Care

DATE REVISED: 10-23-07

PRIMARY PURPOSE:

Child Care aide will be responsible for assisting the Lead Caregiver in implementing the child care program and assuring that each child is well cared for and safe. Child caregiver will report to the Lead Caregiver with indirect supervision by the Coordinator and or the Site Manager

QUALIFICATIONS:

- Must have a high school diploma or equivalency
- 18 years of age (regulation)
- Experience preferred

Special Knowledge/Skills:

- Willingness to execute written employment contract with Plano ISD
- Background in child care or child care related fields
- Knowledge and implementation of Texas child care guidelines
- Knowledge of State licensing for child care facilities
- Good communication skills
- Ability to manage flexible hours
- Positive attitude
- Be at work on time
- Evidence of enjoying being around children
- Kind
- Even tempered
- Take direction
- Strong organizational, communication, and inter-personal skills

Experience:

Experience preferred but not necessary

MAJOR RESPONSIBILITIES AND DUTIES:

- To supervise the children at all times. Observe and monitor groups of children indoors and outdoors year round, assuring their health and safety
- Assist the Lead Caregiver in planning and carrying out classroom activities
- Under the supervision of the Lead Caregiver, assist with curriculum and daily lesson plans that are suitable for the child's age, stage and personal interest
- Assist in supervising volunteers and substitutes assigned to the same classroom
- Ensure that each child receives individual attention
- Deal sensitively and fairly with persons from diverse cultural backgrounds
- Follow policies and procedures for the operation of the child care center
- Provide positive guidance to help children develop the ability to be self-disciplined
- Use portfolio system as the primary means of gathering and organizing developmental data on child's growth
- Maintain a developmentally appropriate environment for the children at all times
- Participate in training and professional development opportunities established by the state guidelines
- Be responsible for housekeeping tasks to maintain the order of the child care
- Maintain cooperative and productive relationships with other center staff
- Share the responsibility for the arrangement and maintenance of the room and equipment
- Observe for and report any hazardous conditions of the building, grounds or equipment to supervisors
- Maintain the care-giving standards established by the Texas Department of Family and Protective Services (DFPS) and the standards set by the Academy of Early Childhood Programs
- Maintain current CPR and First Aid certificates
- Maintain a minimum of 15 clock hours of professional development training annually as required by DFPS
- Communicate regularly with the Lead Caregiver
- Work as a member of a team to ensure continuity of curriculum and high standard of quality in all classrooms in the center
- Assist in other projects as assigned by the Lead Caregiver, Site Manager and or the Coordinator
- Perform daily housekeeping tasks related to certain activities of the program (i.e. meals, art activities, etc.)
- Communicate regularly with parents through daily greetings verbal and written comments on children's daily charts (infant and toddler rooms) and annual parent conferences
- Treat conversations and information with confidentiality regarding children, parents and other staff
- Assist in other projects as assigned by the Lead Caregiver, the Site Manager or the Coordinator
- Understands Developmentally Appropriate Practices
- Understands growth and development of assigned age group

- Shows insight into child and adult behavior
- Demonstrates good judgment when planning for children's safety and health
- Presents a good model to children of language use, both verbal and written
- Responds to and interacts with children in their play enrolments and at the child's eye level
- Helps children with toileting or diapering needs. May involve lifting children up to 40 lbs.
- Utilizes time well and is organized
- Exhibits flexibility and a sense of humor

Skills and Abilities Specifically Required for the Infant/Toddler Room

- Must be able to stoop, bend, and walk while carrying an infant up to 25 lbs
- Must be able to move from standing to sitting on the floor without difficulty frequently throughout the day
- Must be able to safely lift and carry infants to/from the changing table
- Must be able to change an infant's diaper, administer medication and/or attend to infant's needs at a changing table and assure the child's safety and security while on the changing table
- Must be able to safely lift and infant in/out of a crib
- Must be able to perform emergency evacuation procedures with ease. This includes lifting/loading 3 – 4 infants into a crib with wheels and rolling the crib outdoors to safety area
- Must be able to change crib bedding and perform regular classroom housekeeping tasks such as picking up toys, restocking supplies for individual children (diapers, wipes, etc.) and sweeping floors after meals
- Must be able to handle multiple tasks and individual needs of 4 infants at one time
- Must be able to tolerate the typical sounds of the infant room, i.e. babies crying, laughter, and active play
- Must be able to put infants into the buggy and take them outdoors for walks, which includes pushing the buggy
- Follow all rules, regulations, and policies of Plano ISD and follow directives from superiors
- Follow attendance policy as assigned by supervisor
- Perform other functions that may be assigned by the Administration and/or supervisor
- Demonstrate behavior that is professional, ethical, courteous, positive, responsible and serve as a role model for all district staff and students

Working Conditions:

Mental Demands:

- Maintain emotional control under stress
- Help manage the group with the supervision of the Lead Caregiver
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Physical Demands/Environmental Factors:

- Occasional prolonged and irregular hours.
- Work with frequent interruptions. Frequent standing, stooping, bending, kneeling, pushing and pulling.
- Must be able to safely lift and carry infants to /from the changing table

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The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by _____

Date _____

Reviewed by _____

Date _____