CHILD CARE AIDE

General Description of the Job

Assist in the operation of a classroom of children.

Essential Functions

_The following are essential to performing this job._

1. Work cooperatively under the supervision of the Child Care Teacher and Child Care Assistant. Conduct oneself in a manner that shows respect and is a positive contribution to the Children’s Center team.
2. Assist teachers in implementing developmentally appropriate curriculum/weekly lesson plans meeting the emotional, physical, intellectual, and social needs of the individual children in the group.
3. Assist teachers in preparing and implementing activities related to the needs of individual children, making sure each child has many opportunities to explore, create, and be successful on a daily basis.
4. Assist teachers in maintaining a daily schedule with a predictable routine.
5. Use appropriate and positive guidance techniques to help children develop internal control of their behaviors.
6. Treat each child and parent with dignity and respect.
7. Help to maintain a warm and safe environment that is kept clean, orderly, and permits the children to grow and explore.
8. Conduct self in professional manner at all times respecting the confidentiality of all children and their families (whether at work or on personal time) and reflecting a positive image of the Center to the Community.
9. Complete continuing education/professional development training as required by law and as recommended by college.
10. Maintain compliance with all Maryland State Department of Education Office of Child Care Laws (COMAR 07.04.02).

Other Functions

_Individuals in this job may be assigned one or more of the following tasks on a rotating or as needed basis._

1. Establish and maintain open lines of communication with parents (as appropriate), co-workers, and Director.
2. Help to maintain a clean, safe and attractive physical environment in and outside of the classroom.
3. Assist in the evacuation of the building in an emergency and be able to respond immediately to any emergency situation.
4. Administer First Aid as appropriate, complying with applicable Universal Precautions and Infection Control Guidelines and Procedures. Document any First Aid given.
5. Inform teachers of any supplies or materials needed for the classroom.

Required Knowledge, Skills and Abilities

The individual in this job must possess these skills and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.
1. The ability to assure the safety of small children.
2. The ability to work effectively with children under the age of ten (10) years.
3. The ability to work effectively with parents/families of divergent backgrounds and with differing needs and expectations.
4. Physical requirements include the ability to stand for long periods and lift children and objects weighing up to fifty (50) pounds.

Qualification Standards

1. High School Diploma or equivalent.
2. Successful completion of a 3-credit course in child development and a 3-credit course in early childhood curriculum methods preferred.
3. One (1) year experience working with children in a structured early childhood program preferred.
4. 9 clock hours of training in communicating with staff, parents and the public.
5. Willingness to learn child development, curriculum techniques, and positive guidance techniques.
6. Ability to communicate effectively in spoken and written English.
7. Meet and maintain all Child Care Aide Position Qualification Guidelines as required by Office of Child Care. Meeting Child Care Teacher Qualifications, preferred.
8. Meet all conditions of employment according to the College Policy Manual.

Performance Standards

The criteria for evaluation in this position include, but are not limited to, the following:
1. Successful assistance in the operation of the classroom.
2. Fulfill the responsibilities of the position of Children’s Center Child Care Aide.
3. Comply with all policies, rules and regulations of the Children’s Center and Frederick Community College.
4. Comply with all policies and regulations of the Maryland State Department of Education Office of Child Care.
5. Accomplishment of professional development goals as established in Individual Development Plan.

Revised 10/29/08