



HOLMDEL TOWNSHIP PUBLIC SCHOOLS JOB DESCRIPTION CHILDCARE AIDE

QUALIFICATIONS:

1. High School Diploma. Prefer completion of sixty (60) college credits in early childhood education.
2. Demonstrates successful experience in working with children, preferably children in a school or day care setting.
3. Demonstrates skill in communicating effectively with children and coworkers.
4. Good organizational skills.
5. Successfully completes required criminal history check and has proof of U.S. citizenship or legal resident alien status.
6. Such alternatives to the above qualifications as the program may find appropriate and acceptable.

REPORTS TO: Coordinator of Childcare Enterprise Programs, or designated personnel

JOB GOAL: To assist the Childcare Instructor by working with children in the Kindergarten Wrap-Around Program (Childcare Enterprise Program) to provide them with physical assistance, safety and emotional support as needed.

PERFORMANCE RESPONSIBILITIES:

1. Work Performance:

- a. Assists the Childcare Instructor in the delivery of an effective curricular program, play activities, and snack time.
- b. Works with individual children or groups of children to reinforce the learning of information or skills initially introduced by the Childcare Instructor.
- c. Provides assistance to children in bathroom and other physical needs, as appropriate and necessary.

- d. Provides assistance to children with physical disabilities which may involve, but not be limited to transferring the student between a wheelchair, floor, table or therapy device and the use of an appliance or prosthetic.
- e. Assists, where appropriate, in loading and unloading the children from transportation bus or van.
- f. Prepares, compiles, and makes copies of instructional materials as per instructor directive.
- g. Assists the children with various activities, projects, crafts, and curriculum tasks.

2. Child Management:

- a. Supports the instructor in maintaining a classroom environment that is conducive to learning and appropriate to the needs and interests of the children.
- b. Provides instructional assistance to children in proper toilet training and assists in bathroom needs, as appropriate.
- c. Contributes to management and modification of children's behavior within and outside the classroom.
- d. Helps maintain order and discipline and assists in managing the behavior of the children, including but not limited to crisis intervention.
- e. Provides safety and security of the child.

3. Planning:

- a. Assists the instructor in designing strategies to reinforce knowledge or skills which meet the individual needs of children.
- b. Assists the instructor in maintaining an inventory, organizing educational materials, preparing instructional documents, and other activities which facilitate the Kindergarten Wrap-Around Program.
- c. Processes paperwork in accordance with the directives of the instructor.
- d. Assists the instructor in organizing the classroom for instruction.

4. Kindergarten Wrap-Around Program /Community Relations:

- a. Cooperates and shares professionally with other members of the Kindergarten Wrap-Around Program staff.
- b. Handles documents, communications, incidents, etc., with discretion in a confidential, sensitive, conscientious manner.

- c. Attend Kindergarten Wrap-Around Program staff meetings, trainings and meetings as assigned by the Coordinator of Childcare Enterprise Programs, or designated personnel.
- d. Attends parent communication activities, if required.

5. Professional Development:

- a. Strives to maintain and enhance professional competence through professional reading as well as participation in workshops, conferences and appropriate staff development programs.

6. Other Related Tasks:

- a. Performs all other tasks and assumes such other duties as assigned by the Coordinator of Childcare Enterprise Programs, or designated personnel.

TERMS OF EMPLOYMENT: Hourly ten (10) month position. Salary will be established by the program.

EVALUATION: Performance of this job will be evaluated annually.

SOURCE: Regular Board Meeting

DATE: February 26, 2014