



Aide

Reports to: Center Director
Schedule: Full Time / 40 hours/week
Flexible Schedule
Classification: Non-Exempt

Summary

Aide assists and supports the classroom team in carrying out developmentally appropriate activities. Complete daily prep and cleaning. Monitor children in the classroom while other team members are on break. Monitor children while on playground and field trips.

Duties and Responsibilities

- Promote communication, play and socialization between children in the classroom.
- Prepare eating area for breakfast, lunch and snack. Participate in all meals. Clean up following meals and snacks.
- Assist with toileting, dressing, handwashing, and learning other self-help skills.
- Assist with implementation of behavior guidance techniques.
- Assist with supervision of children in classroom and on playground, monitoring child safety at all times.
- Assist with classroom preparation, including photocopying, making resources, and distributing materials.
- Complete and document daily deep cleaning.
- Create and maintain respectful partnerships with families.
- Participate in ongoing recruitment of families for the program.
- Communicate frequently with other staff; promote teambuilding within the classroom / center; participate in classroom meetings.
- Develop an understanding of local, state and federal regulations that guide PPCC, including MN state licensing guidelines; center policies and procedures, including the Code of Ethical Conduct.
- Prioritize and plan work activities, using time efficiently and effectively.
- Attend required meetings and training as needed or required to enhance expertise and professionalism at PPCC and to fulfill job requirements.
- Perform all other duties as assigned by Center Director.

Education and Experience

- Must be at least 18 years old. If under 18, must be at least 16 and supervised by a teacher / assistant teacher at all times unless supervising sleeping children or assisting with washing, toileting, and diapering
- Have or be able to obtain First Aid / Pediatric and Adult CPR certification

Key Competencies

To execute this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required to do so:

- Reliable, regular attendance.
- Flexible schedule to accommodate needs for program services, including some evenings, or possibly weekends.
- Effectively organize, prioritize, solve problems and handle multiple tasks while maintaining high quality of work. Frequent problem solving abilities.
- Good communication skills from verbal communication with children and team members, to written communication for completing necessary paperwork.
- Good crisis management, being able to remain cool and composed in a crisis.
- Experience with young children.
- Ability to supervise and monitor children to ensure a safe environment. This includes the physical ability to monitor and move quickly in order to respond to children for safety.
- Ability to respond competently and positively to the culture, traditions, lifestyles, language and values of each individual, family and the community.
- Ability to maintain the integrity of confidential client information.
- A positive ambassador of Prairie Pines Child Care Center and its mission. You represent the center by your actions and by your language.
- Display a positive, professional and respectful demeanor at all times toward team members and families served , following PPCC Code of Conduct.
- Valid driver's license and ability to be insured.

Physical Demands

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the Aide is occasionally required to:

- Regular walking, standing, kneeling, bending, sitting on the floor, and sitting at a desk.
- Frequently lift and/or move up to 10 pounds. Occasional lifting up to 40 pounds.
- Specific vision abilities required by this job include: close vision, distance vision, and the ability to adjust focus.
- Specific hearing abilities required by this job include the ability to hear co-workers when working on team projects or at meetings, the ability to hear young children in the classroom and/or on playground.

Work Environment

The Aide will be located primarily in a classroom, as a member of a team. A work area will be provided for paperwork. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Acknowledgement

This job description describes the general nature and level of work performed by an employee assigned to this role. It does not imply that these are the only duties and responsibilities to the job. The employee may be required to perform other duties as requested by their supervisor / Board of Directors. All requirements are subject to change over time.