



One to One Aide

Reports to: Lead Teacher/Center Director

Position Description

This position is non-exempt

Responsibilities:

This individual will assist a specific student to be successful within agency guidelines by contributing to and maintaining a quality early childhood program.

Organization Structure:

One to One Aides report to the Lead Teacher and/or Center Director

Essential Functions:

- 1 Effectively supervise a specific child by sight and sound.
- 2 Maintain effective and positive communication with family of the student and other staff members.
- 3 The ability to demonstrate and comply with verbal and written communications.
- 4 The ability to lift children up to 40 pounds (20 pounds if working in an Infant classroom.)
- 5 Demonstrate emotional maturity and stability.

Specific Responsibilities include but not limited to:

- 1 Insure the safety and wellbeing of the child at all times, being alert for the needs and/or problems of the child as an individual and as part of a group.
- 2 Treat the child with dignity and respect.
- 3 Assist in the implement of the daily program for the specific child in the classroom.
- 4 Participate in maintaining a creative environment for the child's learning including displaying child's work.
- 5 Report to the Lead Teacher any special needs or problems of the individual child and any cases of suspected child abuse or neglect.
- 6 Participate in training programs, conferences, courses and other aspects of related professional growth.
- 7 Attend and assist in public relation events sponsored by the Agency.
- 8 Scheduled work hours are subject to change.
- 9 Other duties as assigned.

Qualifications:

- 1 Knowledge of children's physical, emotional, and developmental patterns.
- 2 Be at least 16 years of age or have a high school diploma or equivalent.
- 3 Effective verbal and written communications skills.
- 4 Ability to work in a team environment and be participatory in decision-making
- 5 Current certification in CPR and first aid within 6 months of being hired.
- 6 Maintain an acceptable CORI check in accordance with the Department of EEC.
- 7 Complete physical exam upon hire.

I have read and understand this job description.

Name (Printed)

Signature

Date