

**EARLY CHILDHOOD PROGRAM AIDE I**

**JOB SUMMARY**

Under the direction of the Program Leadworker, or Supervisor, provide assistance to the Early Childhood Program by supervising children on playground, and all areas of the school facilities ensuring a safe environment for children and staff. Supplement supervision of children by the Leadworker I or Leadworker II and other assigned staff.

**TYPICAL DUTIES**

Assist the staff in the proper supervision of pupils during all activities and in the learning center, grounds, and all campus areas. Assist children upon arrival. Assist staff in maintaining discipline and order and facilitate the transition of one activity/location to another. Correct and/or report any conditions hazardous to the health and safety of pupils, staff and the public. Model good manners, kindness, and fairness. Model healthful eating habits (no junk food, soda, chewing gum) at school. Assist with food preparation and the serving of lunches and snacks. Assist in maintaining a neat, clean, safe, healthy and sanitary classroom and play environment. Work with individual and small groups of students as directed. Help keep classroom clean and orderly; clean up after activities, wiping off tables, vacuuming, etc., at the end of class, help to ensure that everything is clean and ready for the next class, this may include: making sure toilets are flushed and seats are wiped/disinfected; floors are swept and/or spot mopped as needed; centers are orderly and everything is in its place; counters and sinks are wiped clean; tables are disinfected; trash cans are emptied (if necessary), and supplies are properly put away. May assist in preparing classroom for custodial staff cleaning by putting chairs on tables, etc. Attend to the physical needs of the children (i.e., feeding, toileting, resting, etc.) and provide specialized procedures as required (i.e., tube feeding, epi pen, catherization, etc); Maintain cooperative working relationships with children, staff, and parents. Prepare and assist children in doing assigned activities. Set up and put away toys and other play equipment. Read to children. May be required to perform CPR and/or First Aid. Perform other related duties as assigned.

**JOB REQUIREMENTS**

Any combination of education, training, and/or experience which demonstrate ability to perform the required duties. A typical qualifying background would include graduation from high school or equivalent. Volunteer or paid experience in child care or youth group activities is desirable, but not required. Must possess current, valid first aid and CPR certification.

**Knowledge of:**

General concepts of child growth/development and child behavior characteristics. Correct English usage, grammar, spelling, punctuation and vocabulary. Mathematics principles. Oral and written communication skills. Safety practices in learning center and playground activities. Health and safety regulations. First aid and CPR applications/techniques.

**Ability to:**

See and read with or without visual aids. Read orally or silently a variety of materials. Hear and understand speech at normal levels. Communicate so others will clearly understand normal conversation. Follow both oral and written instructions. Establish and maintain effective working relationships with children, staff, and community. Utilize sound judgment. Establish and maintain a safe and healthy environment for children. Maintain classroom in a clean, sanitary, orderly, and safe condition. Maintain confidentiality.

**CERTIFICATION**

Current, valid first aid and CPR certification and maintenance of both.

**PHYSICAL ABILITY**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and taste or smell. The employee is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The selected candidate must be able to perform the duties of a rigorous work schedule which includes lifting, loading, and unloading, and pass a physical examination and drug screen certifying this ability.

**WORKING  
CONDITIONS**

Both indoor and outdoor environment. Work between 6 a.m. and 6:30 p.m. Exposure to climatic elements and intermittent noise. Potential for contact with blood-borne pathogens and communicable diseases. Constant interruptions.