Child Care Teacher Aide

Job Code 00007043

General Description
Responsible for providing child care for infants and educating children.

Examples of Duties
Meet the emotional, physical, social, safety and health needs of infants in classroom by closely supervising their routines.
Select materials and equipment that are appropriate for the children.
Communicate with parents on a daily basis.
Prepare and implement developmentally appropriate curriculum.
Maintain a healthy environment by disinfecting the toys, tables, high chairs swings, diaper changing area, and by performing daily health checks.
Administer first aid when necessary.
Use direct strategies to influence infants to stay busy, stimulated, and safe.
Ensure child is picked up by designated person.
Inform parents of any irregularities, such as behavioral incidents, possible illness, or other issues.
Direct the work of students.
Make and record objective observations of children’s experiences.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of:
Child development and appropriate strategies and activities; state regulations for day care; behavior management for infants and children; center and university policies.

Skill in:
Completing forms, timesheets, and children’s records; interacting with parents; working as a team member; mediating disputes between children; giving simple directions to children; evaluating the development of children; safety and first aid decisions.

Ability to:
Read and understand departmental, university and state regulations, memos, evaluation forms, individual files of children, and daily clipboard of children; read in a group setting; compose developmental checklists and updates to clipboard schedules; perform basic math to track attendance and prepare time sheets; effectively direct the work of others; ensure well-being of children.

Education and Experience
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements
Revised 09/18/2012