

Position: Eagles Nest Assistant / Day Care Aide / Pre School Aide**Salary Schedule:** Classified**Responsible to:** Director

Summary:

Under the direction of the Director, Eagles Nest Assistant / Day Care Aide assists in the daily operation and coordination of the child care program at Eagles Nest / Day Care Center. Supports staff in developing and creating experiences and environments to support and foster physical, intellectual, social, and emotional development.

Essential Duties:

- Work with all staff in the planning, implementation and operation of the child care program.
- Assist in the preparation and serving of food.
- Interact with children according to program policies and guidelines.
- Involve children in conversation and activities.
- Implement developmentally appropriate activities for children as directed by the director.
- Set out toys and monitor playroom activities.
- Assist children on specific skills as directed.
- Assist in the preparation of teaching materials as directed.
- Maintain a safe, healthy, clean and orderly environment.
- Demonstrate effective, positive discipline methods which are respectful of the child.
- Follow scope and sequence of child care program as outlined.
- Maintain daily sign in and sign out log.
- Communicate and/or meet with parents regarding complaints, concerns or difficulty with children.
- Communicate clearly and effectively with children, staff, parents and volunteers.
- Perform custodial activities such as sweeping, mopping and cleaning of bathrooms, sinks and toilets.
- Prepare incident reports.
- Receive visitors and telephone inquiries.
- Lift and carry equipment weighing up to 50 pounds.
- Perform other related duties as assigned.
- Reporting signs of illness
- Opening and Closing the facility

Ability to:

- Oversee a group of children in playroom and playground activities.
- Ensure children are supervised at all times.
- Maintain a positive child care and playground environment.
- Operate a computer and use related software.
- Send and receive emails and research information through the Internet.
- Perform duties with awareness of all health and safety regulations regarding child care.
- Maintain confidentiality.
- Demonstrate empathy, friendliness, patience and responsibility.
- Establish and maintain working relationships with the public, staff, subordinates, and administrators.
- Communicate effectively with fellow employees and children.
- Work collaboratively in a team environment.
- Perform duties with patience, tact, and good judgment within established guidelines.
- Maintain consistent, punctual and regular attendance.

Physical Requirements:

- Ability to communicate so others will be able to clearly understand a normal conversation.
- Ability to understand speech at normal levels.
- Ability to work at a desk and in meetings of various configurations.
- Ability to work indoors and outdoors in varying conditions of weather and temperature.
- Ability to bend, twist, stoop, and reach.

Education / Credential(s) and/or Other Licensure(s):

- 6 units of Early Childhood Education or Early Child Development, or in progress (**Day Care Aide**).
- CPR is required.
- One year experience working with elementary students in a school or child care setting is preferred.

Job Description: Eagles Nest Aide / Day Care Aide
Adopted: June 16, 2011

SIERRA UNIFIED SCHOOL DISTRICT
Prather, California