



CRITCHLOW ADKINS CHILDREN'S CENTERS JOB DESCRIPTION

Position Title: Child Care Aide (AIDE)

Immediate Supervisor:

Job Summary: The Aide assists the CCT and/or the CCMT in caring for children and in planning and implementing activities for their assigned group

Qualifications: An Aide must meet the requirements specified in the Code of Maryland Child Care Center Regulations (COMAR 13A.14.02.27).

Personal Requirements: The Aide must be able to relate positively and professionally with children, parents, and staff, and be willing to work cooperatively with the classroom teaching team. The Aide is expected to be a role model for the children in his/her care.

Other Requirements:

1. Must **obtain 90 hour** curriculum and development courses (or credit classes) required to become a Child Care Teacher as specified by COMAR (13A.14.02.25 preschool and/or 13A.14.02.26 school age) within first 12 months of hire.
 2. Must **obtain 6 hour** communications course as required by COMAR within first 3 months of hire.
 3. Maintains current certification in **First Aid** and **C.P.R.**
 4. Able to **lift up to 35 pounds**, as job requires staff person to lift children and equipment.
 5. Will obtain and successfully maintain a Maryland **Credential Level of 1 or above** within 12 months of hire.
 6. Will obtain and successfully maintain a **Credential Level of 2 or above** within 24 months of hire.
- Has reliable transportation.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in a child development center; exposure to communicable diseases; subject to noise from children and equipment operations; frequent interruptions and contact in person with children, parents, students, staff and others.

Physical: Primary functions require sufficient physical ability and mobility to work in a child development center; to stand or sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, reach and twist; to lift **up to 35 pounds**, carry, push, and/or pull light to moderate amounts of weight; to operate classroom equipment requiring repetitive hand movement and fine coordination; to verbally communicate to exchange information; and to occasionally travel to other locations.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

PRIMARY DUTIES AND RESPONSIBILITIES

The Aide provides aide to the CCT and/or CCMT with the following tasks:

- **Actively supervises the children during all activities.**
- **Sets up and maintains a safe, attractive, developmentally appropriate classroom environment for children.**
- **Helps the children with mealtime and clean-up.**
- **Develops and facilitates activities that will promote the healthy social, emotional, intellectual and physical development of each child, allowing the child to feel accepted and free to express feelings.**
- **Maintains accurate, up-to-date records including: children's files, attendance records, and assessment forms.**
- **Develops and facilitates** activities that will promote the healthy social, emotional, intellectual and physical development of each child, allowing the child to feel accepted and free to express feelings.
- **Provides** materials, images, and experiences that reflect diverse cultures and abilities.
- **Strives** to provide developmentally appropriate activities and materials for children in their program(s) as prescribed by MSDE standards for accreditation and the center's curriculum.
- **Assists** children with meal times and clean up.
- **Attends and participates** in staff meetings, parent meetings and workshops as requested.
- **Conducts** ongoing observations of the children enrolled in the classroom, and **maintains** anecdotal records in order to assess each child's overall developmental progress.
- **Maintains** accurate, up-to-date records including: children's portfolios, attendance records, and assessment forms.
- **Communicates** appropriate information to parents. **Schedules and conducts** a minimum of one parent/teacher conference per year.
- **Directs and encourages** activities of other staff in the classroom to ensure that the classroom functions in an orderly manner.

In addition, the AIDE:

The Aide is expected to **attend** staff meetings, center activities, and training workshops as assigned by the supervisor.

The Aide is expected to **assume** other duties as assigned by the supervisor.

The Aide is responsible to **read and understand** the following documents:

- Critchlow Adkins Children's Centers (CACC) Personnel Manual
- Child Care Administration Code of Maryland Regulations 07.04.02.
- CACC Curriculum guidelines (Houghton Mifflin or Creative Curriculum)
- MSDE Guide to Standards for Accreditation

Please sign below, indicating your acceptance and understanding of the above job description and requirements. **All revised requirements outlined in this job description will become effective as of November 2017.**

Employee's Signature

Date