SUNRISE RECREATION AND PARKS DISTRICT
CLASSIFICATION SPECIFICATION

JOB TITLE: **Day Care/Pre-School Teacher's Aide (Hourly Intermittent)**

DIVISION: **Recreation and Community Services**

CLASS DEFINITION:

On a daily basis, assists with the implementation of age-appropriate curriculum and recreation activities at an assigned day care and/or pre-school site; stimulates the interest of program participants while assisting with the supervision of program activities; helps to maintain a safe, secure, clean and orderly classroom and playground environment; and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS:

Incumbents in the Day Care/Pre-School Teacher's Aide classification are temporary employees and may not advance to permanent status in any District job classification. Hours of work vary based on the daily census of program participants. This classification is distinguished from the Day Care/Pre-School Teacher classification in that incumbents in this classification assist with the implementation of program activities and perform more routine child care tasks under the immediate direction of a Day Care/Pre-School Teacher or Head Day Care Teacher.

SUPERVISION RECEIVED/EXERCISED:

The Day Care/Pre-School Teacher's Aide classification receives close to general supervision within a framework of standard policies and procedures from a Day Care/Pre-School Teacher, Head Day Care Teacher, Assistant Day Care Site Director and/or Day Care Site Director. Incumbents do not supervise or direct the work of others.

EXAMPLE OF ESSENTIAL JOB FUNCTIONS:

Responsibilities and duties include, but are not limited to the following:

- Assists with the implementation of age-appropriate curriculum, events and recreational activities at an assigned day care and/or pre-school site; configures classroom and furniture and organizes materials to accommodate planned activities and program participants

- Assists with the direct supervision of children in the classroom and on the playground; actively works towards maintaining positive student relations while following established disciplinary procedures

- Ensures the safety, security, cleanliness and orderliness of classrooms, playground, food preparation area and bathrooms environments

- Notifies appropriate staff of any problems with regard to site maintenance, children and parents and make recommendations as necessary

- Promotes and enforces safety procedures including proper use of playground equipment; renders first aid as required

- Documents arrival and departure times of program participants; escorts school-age children to and from school as assigned

- Tracks and documents classroom supply levels and reports the need for replacements to the appropriate program staff

- Performs other job-related duties as required

EMPLOYMENT STANDARDS:

Any combination of education and experience that would provide the required knowledge and abilities is qualifying. A typical path to obtain the required knowledge and abilities would be:

Education and Experience Guidelines:

High school diploma or equivalent. No prior experience is required. Previous child care experience; or paid/volunteer experience in a recreation, child-oriented athletic or related activity program is desirable.

Knowledge of:

- principles of care and supervision of pre-school and young school-age children
- appropriate methods for classroom management and disciplining children
- basic first aid, health, hygiene and safety practices
- principles and practices of good customer service
- techniques of effective interpersonal communication.

.

Ability to:

- assist with the supervision of children, participate in program activities and on field trips
- perform exercises and recreational activities with children of varying ages
- learn, understand, and explain District and program policies and procedures
- maintain attention to detail in a work environment of frequent interruptions
- follow oral and written instructions
- communicate effectively with persons of all ages
- exercise tact, judgment and patience in dealing with children, parents and staff
- establish and maintain effective relationships with those contacted during the performance of work duties and responsibilities
- perform custodial tasks including straightening rooms, wiping surfaces, emptying trash cans, sweeping and mopping floors, lifting and stacking chairs, vacuuming, and disinfecting bathrooms
- perform essential duties of job without causing harm to self or others

Licenses/Certification Required:

- Current certification in Adult and Pediatric First Aid, CPR and AED is desirable

WORKING CONDITIONS:

Environmental Conditions:

On a daily basis, incumbents perform essential job duties in both a temperature controlled classroom environment and outside exposed to varying climate and temperature conditions; work in close contact with children of various ages, their parents and other District staff; and occasionally travel on field trips in a vehicle. Incumbents work around machinery with moving parts, on step-ladders, with hands in water, on slippery or uneven surfaces and are exposed to dust, constant noise and chemical cleaning solvents on a daily to weekly basis.

Physical Conditions:

Essential duties of a Day Care/Pre-School Teacher's Aide requires on a daily basis the ability to; sit for extended periods; repetitively use feet and hands and finger dexterity; feel the attributes of objects by touch; verbally exchange ideas and information; hear to receive detailed verbal information and instruction; see to supervise children and view objects within one to twenty feet and to differentiate basic colors and shades of color; maintain body equilibrium to prevent falling on slippery or uneven surfaces; twist, climb, stoop, kneel, crouch, stand, and walk; work with hands in water to perform cleaning tasks; use hands and arms to reach in any direction; lift, carry, push, pull, and grasp a variety of objects weighing between 5 and 25 pounds and occasionally up to 50 pounds..

OTHER:

FLSA STATUS: Non- Exempt

Note: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an inclusive list of all duties, responsibilities and skills required of incumbents. In accordance with the Americans with Disability Act, reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential job functions.

Drafted : 3/5/2012
Edited: 3/21/2012