

TRINITY WACONIA CHILD CARE (TWCC) AIDE MINISTRY / POSITION DESCRIPTION

SCOPE

Provide child care support and assistance for the staff in caring for the children at Trinity Waconia Child Care.

JOB RESPONSIBILITIES

- Establish a positive Christian learning environment with regard to the needs of each child. Work as a team to carry out a consistent and successful program.
- Be a positive role model for children, parents and staff.
- Assist lead teacher or assistant teacher in the instruction of a group of children.
- Communicate observations of classroom functions and individual child's development to the director and/or teacher.
- Relay communication between parents and director and/or teacher
- Interact with, initiate and encourage the children in activities during the day.
- Maintain a healthy and safe physical environment by keeping space clean and organized.
- Supervise individual children and give attention as needed.
- Follow policies and procedures as outlined in the TWCC handbooks and manuals and assist staff in following these policies (Health & Safety Manual, Staff & Personnel Handbook).
- Help children individually with cognitive skill development activities under directed supervision.
- Supervise playground activities, lunch and snack periods, bathroom breaks and nap time under the direction of the staff.
- Assist with clean up after lunch/snack time, naptime, bathroom breaks, classroom activities and at the end of the day.
- Exhibit good care giving skills.
- Keep matters about children and families confidential.
- Prepare educational materials at the request of the director and teachers.
- Encourage other staff and work with an attitude of team spirit.
- Complete the appropriate number of hours of in-service training annually.
- Assume other assigned duties relevant to the needs of the program.

QUALIFICATIONS

An aide must be at least 16 years old. An aide who is under 18 years old must be directly supervised by a teacher or assistant teacher at all time except when the aide is assisting with the supervision of sleeping children or assisting children with washing, and toileting. Since the Department of Human Services requires that persons working with young children be emotionally and intellectually, and physically healthy, the aide must also be able to see, hear, think and move quickly enough to supervise the children safely. The aide must also be able to lift and carry children (50lbs) and to provide an appropriate speech model while interacting with both children and parents. This person must have a warm and friendly personality, be sensitive to the feelings and needs of others, be able to relate well to children, and be willing to fulfill responsibilities in accordance with TWCC's philosophy. The aide must participate in an orientation program and pass the Applicant Background Study processed by the Department of Human Services.