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**Family F.O.C.U.S.**

Job Description

**Aide/Assistant**

Under supervision, provide services in the care, development and instruction of

 children ages six (6) weeks to 13 years in a child development program.

Minimum Qualifications

Previous experience working with children. Must be willing to enroll in Early Child Development coursework upon hire. Must qualify for Associate Teacher Permit within 1 year of hire date.

Special Requirements

* Maintain a satisfactory level of progress toward the Professional Growth/Development requirement for Associate Teacher Permit.
* Satisfactory completion of a pre-employment physical assessment and a (Negative) TB skin test (or chest x-ray if necessary).
* Clear criminal record background check and fingerprints.

Essential Functions

1. Assist in developing and maintaining an appropriate environment both inside and outside the classroom.
2. Under supervision, care for and directly interact with children in a warm and positive manner.
3. Under supervision, assist in developing and providing developmentally and culturally appropriate activities.
4. Under supervision assist in developing and implementing conflict management and problem solving strategies with children, staff and parents.
5. Follow center policies and procedures for health and safety.
6. Assist in developing and implementing emergency procedures as required.
7. Maintain a safe and healthy indoor and outdoor environment.
8. Present a positive view of the Center to the community.
9. Communicate positively and actively develop reciprocal relationships with families.
10. Assist in identifying special needs of children and families.
11. Assist in involving families in classroom and Center activities, invite and encourage family participation in children’s activities.
12. Assist in developing and in facilitating parent programs and events.
13. Assist in facilitating program organization.
14. Maintain appropriate records as requested by supervising teacher or Site Supervisor.

Other Related Functions

1. Communicate clearly and concisely, both orally and in writing.
2. Establish and maintain cooperative working relationships with those contacted in the course of work.
3. Complete all assigned paperwork and necessary forms and reports in a timely manner.
4. Attend in-service training and staff meetings.
5. Perform necessary cleaning and maintenance, as required, ensuring a safe and orderly environment.
6. Perform other related duties as assigned.

I have read and understand the duties and responsibilities associated with this position.

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Employee Signature Date

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Site Supervisor Signature Date