

# Innovative Services NW Job Description

## Job Title: Class Aide



CLASSIFICATION: 24

HOURLY/SALARY RANGE: \$16.25-\$17.00

REPORTS TO: ECEAP/EL Supervisor

EFFECTIVE DATE:

### SUMMARY:

**Aides provide additional support to the early learning classrooms while learning more about the early learning field. Many assigned tasks will involve cleaning/housekeeping as well as providing care and observations for children under direct supervision of other staff.**

### ESSENTIAL FUNCTIONS:

- Help keep classroom looking neat and professional
- Do laundry as needed
- Sanitize toys in the classrooms
- Keep bathrooms tidy
- Clean up for outdoor area
- Help meet the physical needs of each child
- Interact with children and extend learning experiences
- Facilitate social/emotional development in a self-esteem building environment
- Model appropriate behavior—positive guidance techniques
- Daily implementation of age appropriate activities and lesson plans
- Positive interactions and service with parents
- Maintain licensing requirements and report all safety hazards Supervisor or Director
- Diapering every two hours for children who may not be potty trained
- Understanding of Washington Administration Code in regards to childcare within 30 days of hire date
- Mandated CPS Reporter
- Attend staff meetings one evening per month
- **Other duties as assigned**

### COMPETENCIES:

**English Language** - Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

**Customer and Personal Service** - Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

### SUPERVISORY RESPONSIBILITY: N/A

**WORK ENVIRONMENT:** The noise level is moderate to loud. Spaces may be somewhat confined. Experiencing strong odors and unpleasant bodily fluids are a part of working with children in this age group. Occasional climbing onto a play structure to help a child to safety may be required. The employee will be required to be outdoors with the children in all kinds of weather including wind, rain, cold and snow.

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**PHYSICAL DEMANDS:** The environment will require active movement working with children. While performing the duties of this job, the employee will frequently be required to stand; walk; bend, sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; talk and hear. A strong voice is required to maintain classroom control, sing with the children and converse with parents. Specific vision abilities required by the job include, close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus (classrooms are kept dark at naptime). Other unforeseen physical demands may occur during the course of a first aid emergency or a disaster. In the classroom, the employee will frequently need to work with very small children and so will often be on their knees or in a floor sitting position. The employee must frequently lift and/or move children up to 30 pounds.

**POSITION TYPE AND EXPECTED HOURS OF WORK:** Full Time/40 Hours per week

**TRAVEL:** N/A

### **REQUIRED EDUCATION, CERTIFICATION(S) AND EXPERIENCE**

- 18 years of age
- High school Diploma/GED
- Experience working with children
- Must pass a criminal history background check & DEL PBC
- Ability to communicate with staff and families
- CPR and First Aid certifications
- Basic STARS (30 hours) required within 6 months of hire
- 10 hours of STARS approved training every year
- HIV/Aids and Blood borne Pathogens Certification
- Negative TB test
- Food Handler's card
- **Ability to lift 30 pounds or more**
- **All employees of Early Learning are required to be fully vaccinated against COVID-19**

### **AAP/EEO STATEMENT:**

Innovative Services NW provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

### **OTHER DUTIES:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for their job. Duties, responsibilities, and activities may change at any time with or without

**AN EQUAL OPPORTUNITY EMPLOYER**

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notice.

SIGNATURES:

This job description has been approved by all levels of management:

Manager \_\_\_\_\_ Date \_\_\_\_\_

HR \_\_\_\_\_ Date \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_