

NAME:
JOB TITLE: School Readiness Aide
DEPARTMENT: Early Childhood Education

FLSA STATUS: Non-Exempt
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OVERALL PURPOSE:

This role ensures compliance with staff ratios and fosters a safe environment in the Early Childhood Education classroom.

ESSENTIAL FUNCTIONS:

1. Maintain Classroom Staff Ratios

- Cover for Lead Teacher during preparation, planning and breaks
- Cover for Assistant Teacher during preparation, planning and breaks
- Stay informed about daily schedule and classroom activities
- Substitute in the classrooms as needed

2. Ensure Classroom Safety and Cleanliness

- Help children meet developmentally appropriate benchmarks
- Conduct safety checks
- Help clean and sanitize the classroom and materials

3. Provide Educational Support

- Assist in learning centers, small group, or large group activities
- Help assesses and document children's progress

4. Adaptability and Continuous Improvement

- Identify and process improvements and implement best practices
- Adapt to organizational changes and contribute to strategic planning
- Pursue professional development opportunities
- Attend all scheduled meetings and trainings punctually

5. Clerical Duties

- Complete timecard daily
- Approve timecard on the last day of the cycle
- Submit paperwork to office within assigned deadlines

OTHER DUTIES OF JOB

1. Must be able to lift 40 pounds
2. Ensure children's safety through sight sound and mobility
3. Must pass initial and periodic physical exam
4. Eat meals with children as part of the learning environment
5. Perform other related duties as required
6. Must maintain confidentiality of children, families, and staff
7. Adhere to agency policies, safety standards, and applicable regulations

SUPERVISION RECEIVED:

Reports to the Education Manager.

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QUALIFICATIONS

EDUCATION

- High School Diploma or GED

EXPERIENCE AND/OR TRAINING

- CDA preferred
- CDA required within two years employment start date

LICENSES OR CERTIFICATIONS

- First Aid Certification

ADDITIONAL JOB REQUIREMENTS

- Foster a positive, cohesive, and collaborative work culture
- Address and resolve day-to-day operational challenges promptly and efficiently
- Make informed decisions that align with organizational goals and values
- Communicate effectively with co-workers or customers
- Adapt to changes in work environment
- Utilize creativity and organizational skills
- Stay abreast of technological advancements and integrate relevant tools to enhance office efficiency

To excel in this role, one must proficiently execute each vital task. The specified criteria outline the necessary knowledge, skill, and/or ability. Reasonable adjustments may be implemented to facilitate individuals with disabilities in carrying out these crucial functions.

I have carefully reviewed the job description provided and comprehensively grasp the outlined requirements. I can fulfill the role's essential functions, whether with or without accommodation. I commit to executing all duties and responsibilities to the best of my capabilities.

Employee Acknowledgment

Supervisor Acknowledgment