

Position Description

Position Title: Aide I

Immediate Supervisor: Center Director

Job Summary: *Assists in the daily management and supervision of the classroom and children, as directed by the Head Teacher/Teacher. Must be at least 15 years of age. An Aide I MUST be directly supervised and within sight and sound of a staff person who meets at least the qualifications of a Teacher.*

- **Carry out the mission and purpose of the programs**

Further the mission of Grace Christian Children's Center – "Where caring people enrich the lives of children and families through Christ-centered learning". Make sure to meet the emotional, physical and cognitive needs of each child.

- **Public Relations**

Will attend and promote public events sponsored by Grace Christian Children's Center.

Relationships

Maintain positive relationships with parent/guardians, students, and fellow staff members as well as relationships with Pastor, GCCC Board of Directors, and congregation members. Be receptive and responsive to parent (or prospective parents) concerns and questions and refer them to the Director, Head Teacher, or Teacher.

- **Curriculum**

Assists with developing, planning and preparing instructional aids/materials for classroom activities upon Teacher's request.

- **Housekeeping**

Assume an equivalent share of the joint housekeeping responsibilities of the classroom.

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- **Education**
Participate in recommended training programs, conferences, courses and other aspects of professional growth. Attend monthly staff meetings as scheduled.
- **Policies and Procedures**
Assures that the classroom remains in compliance with all of the requirements of the governing regulatory bodies (Oregon Office of Child Care, Scappoose Fire Department, Public Health and Safety) and Lutheran Accreditation with NLSA (National Lutheran School Accreditation).
- **Environment**
Assist the Teacher in providing an orderly arrangement, appearance, décor, and learning environment of the classroom. Assist in making sure the classroom is always clean and welcoming.
- **Health and Safety**
Maintain classroom ratios and follow attendance policies, understands the Office of Childcare requirements regarding child discipline, responds immediately to children who are expressing any forms of distress, assist children with hygiene and self-help needs in a safe and appropriate manner, follow all State licensing safety and hygiene procedures, immediately report and correct all unsafe conditions, able to direct emergency drills and procedures, assist with classroom paperwork such as daily accident reports and attendance records.
- **Mealtime**
Assists children with breakfast, lunch, snacks and clean-up.
- **Maintain Confidentiality**
- **Other Duties as Assigned**
Will carry out any other functions deemed necessary by the Director