



ELIZABETH SETON CENTER

JOB TITLE Child Care Teacher's Aide

CLASSIFICATION Part-time or Temporary, Nonexempt

POSITION DESCRIPTION

The primary responsibility of the Child Care Teacher's Aide is to support the Child Care Teacher and Assistant Child Care Teacher in activities in a manner that contributes to the Mission of Elizabeth Seton Center and the growth and development of children. This is accomplished through direct involvement with children and establishing a mutually supportive relationship with parents, staff and community, all in compliance with program policies, which are in accordance with Pennsylvania Department of Public Welfare Child Care Regulations.

DIRECTLY RESPONSIBLE TO Child Care Coordinator

DESCRIPTION OF DUTIES

A. Involvement with Children

1. Participates in planned and spontaneous activities with small and large groups of children.
2. Helps in implementing age-appropriate gross and fine motor activities as designated by the Child Care Teacher.
3. Supports Child Care staff in implementing activities for language experience (speaking and listening), creative expression, stimulation of curiosity, problem solving, development of concepts and other appropriate developmental tasks.
4. Provides discipline which is positive, consistent, and based upon clearly-defined expectations which are appropriate for chronological and developmental age.
5. Attends to physical and hygienic needs of the children while encouraging the development of self-help skills.
6. Works with children requiring special attention and partners with other Center resources as needed to provide an optimum learning environment.
7. Monitors distribution of snacks and adheres to nutritional guidelines as stated by the Child and Adult Care Food Program (CACFP).

B. Interaction with Staff

1. Establishes effective staff relationships based on mutual respect.
2. Maintains regular communication with the Child Care Coordinator and, in the absence of the Coordinator, relays pertinent information to the Assistant Child Care Coordinator.
3. Demonstrates cooperation and flexibility that ensures Seton Center is adequately staffed to meet the needs of the families it serves. (Seton Center hours are M-F, 7 am - 6 pm; Center offers schedule flexibility for personal higher education pursuits.)

C. Maintaining Center Environment

1. Takes necessary precautions to insure a safe, healthy environment in compliance with Center policies and state requirements.
2. Shares in general housekeeping and maintenance.
3. Assists Child Care Teacher in organizing space into functional areas recognized by children.

D. Interaction with Parents and Community

1. Establishes and maintains good relationships with community contacts including volunteers, observers, practicum students, visitors and community helpers.
2. Attends and supports extracurricular activities of the Center.

E. Professional Expectations

1. Attends mandatory workshops and trainings to maintain compliance with STARS and State regulations.
2. Maintains high standards of professional ethics and confidentiality in regard to children, staff and parents.
3. Reports each scheduled work day at the scheduled start time and complies with established standards for attendance and punctuality as specified in the Employee Handbook.
4. Maintains good health habits and complies with Elizabeth Seton Center dress code as specified in the Employee Handbook.
5. Keeps training records current.
6. Performs other duties as assigned by the Child Care Coordinator. (May be assigned to multiple classrooms and other departments as needed.)

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.

PERFORMANCE OBJECTIVES

Compliance

- A. **Ethics & Compliance:** Acts with integrity and conforms to ethical standards in all situations with full awareness of the requirements specified in the Employee Handbook.
- B. **Equal Employment Opportunity/Diversity:** Understands and supports Seton Center's commitment to ensuring equality in employment opportunities and maintaining an environment free of unlawful discrimination. Shows understanding and respect for all employees and clients by valuing their differences.
- C. **Safety:** Works safely in accordance with Seton Center practices and state requirements; demonstrates behavior that focuses on safety as an integral part of the Seton Center environment. Accepts accountability for use of appropriate tools, methods and procedures in performing work functions.

TRAVEL, WORK ENVIRONMENT & PHYSICAL DEMANDS

- A. Occasional local travel required for paid trainings outside of facility.
- B. Outdoor supervision of children in temperatures as cold as 25 degrees Fahrenheit or as warm as 90 degrees Fahrenheit based on forecast temperature/wind chill/heat index and air quality.
- C. Must be able to lift up to 35 lbs. multiple times throughout the day.
- D. Must be able to actively supervise children.

MINIMUM QUALIFICATIONS

- A. Must be at least 18 years old.
- B. High School Diploma or General Education Development Certificate.

REQUIRED INFORMATION

Applicants must include two letters of reference with their job application.

Prior to contact with clients, all new employees must provide documentation of:

- A. Federal Criminal History Record Information (CHRI)
- B. PA Department of Human Services Child Abuse History Clearance
- C. PA State Police Request for Criminal Records Check
- D. National Sex Offender Registry (NOSR) Clearance
- E. Physical Examination and Mantoux Tuberculin (TB) Test
- F. Drug Test Results
 - Employees may be asked to complete drug tests throughout the course of employment.

Seton Center will cover the costs for all clearances and drug testing. Employees are responsible for physical examination and TB Test. (Assistance may be available to cover these costs upon request.)

Elizabeth Seton Center 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.