Early Learning Center Aide

Rev July 2025

Reports to: Administrator-Early Learning Center

Status: Non-Exempt

Dept./Campus: Early Learning Center

Paygrade: 302

Term: 192 Days

PRIMARY PURPOSE:

Assist in implementing childcare programs, assuring each child is well cared for and safe. Provide routine care for infants and children in an instructional setting.

MAJOR RESPONSIBILITIES AND DUTIES

- **Instructional Support**
  - Provide support for the Lead Instructors and Coordinator in order that children have appropriate learning activities and experiences designed to help them fulfill their potential for intellectual, emotional, physical, and social growth. Ability to grasp instructions and solve problems with accuracy.
  - Enable children to develop competencies and skills to function successfully in society.
  - Must abide by job duty specifics and standards.
  - Must be enthusiastic about desire to fulfill job responsibilities, and the quality and amount of work done daily.
  - Show initiative in recognizing needs of children and job, suggesting ways to improve efficiency and productivity. Exhibit and demonstrate routine safety and security measures.
  - Assist in the development and implementation of lesson plans that fulfill the requirements of program curriculum and show written evidence of preparation as required.
  - Assist in presenting enrichment opportunities according to guidelines established by the Texas Department of Family and Protective Services (DFPS), Child Care Services (CCS), Texas Education Agency (TEA), board policies, and program and administrative regulations.
  - Assist in planning and use of appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the diverse needs of children assigned.
  - Work cooperatively with appropriate staff to modify enrichments as needed for children with special needs.
- **Child Growth and Development**
  - Assume responsibility for activities as assigned and approved by Lead Instructor and/or Coordinator.
  - Work with appropriate staff to determine enrichment goals, objectives, and methods according to program requirements.
  - Be a positive role model for children and support the mission of the program.
- **Classroom Management**
  - Help create a classroom environment conducive to learning and appropriate for the physical, social, and emotional development of children.

Early Learning Center Aide

Rev July 2025

- Manage children's behavior in accordance with program behavior management plan and parent/child handbook.
- Take all necessary and reasonable precautions to protect children, equipment, materials, and facilities.
- Assist in selection of books, equipment, and other instructional materials.

- **Communication**
  - Establish and maintain open communication with supervisor, children, parents, and other staff members.
  - Maintain a professional relationship with colleagues, children, parents and community members.
  - Use effective communication to present information accurately and clearly.
- **Professional Growth and Development**
  - Participate in staff development activities to improve job-related skills.
- **Other**
  - Stay informed to comply with state, district, program regulations, and policies for childcare providers.
  - Attend and participate in staff meetings/committees as required or assigned.
  - Follow district safety protocols and emergency procedures.
  - Maintain confidentiality of all information.
  - Complete other duties as assigned.

SUPERVISORY RESPONSIBILITIES

- None.

QUALIFICATION GUIDELINES

Education/Certification/Experience:

- High School diploma or GED required. Must be 18 years of age or older. Current First Aide/CPR certification. Some experience working with children.

Knowledge/Skills/Abilities:

- Ability to read and verbally communicate effectively with children, staff, and parents
- Ability to work well with groups of children in a positive manner
- Ability to follow verbal and written instructions
- Ability to relate to children and adults with courtesy, respect, acceptance, compassion, and patience
- Ability to manage children's behavior according to established policies and procedures
- Ability to multi-task in all conditions without tiring excessively
- Ability to exhibit pride in your work by maintaining a neat and clean appearance
- Ability to be punctual, work daily and conform to a regular work schedule
- Ability to have a pleasant disposition; be attentive and friendly with everyone you come in contact with
- Strong professional, organizational, communication, and interpersonal skills

Mental/Physical/Environmental Demands:

- Standard office equipment including computer and peripherals; standard instructional equipment.

- Moderate standing; frequent kneeling, squatting, bending, and stooping
- Moderate walking
- Regular moderate lifting and carrying (less than 40 pounds) on a daily basis.
- Work inside; and outside (exposure to sun, heat, cold, and inclement weather); exposure to noise
- Work with frequent interruptions; maintain emotional control under stress