

KCAA PRESCHOOLS OF HAWAI'I
Job Description

**JOB TITLE: P. M. TEACHER AIDE
(PART-TIME)**

Exempt (Y/N):	N	Job Code:	
Salary Level:		Division:	Programs
Shift:		Department:	
Location:		Supervisor:	Center Director
Employee Name:			
Prepared By:	A. Okawa, CD; A. Hedricks, HR Mgr.	Date:	August 2011 (revised)
Approved By:	C. Cox, President	Date:	August 2011

SUMMARY: Is responsible, under the direction of the Center Director (CD) and supervision of the assigned classroom teacher, to assist the faculty by attending to the general safety and health care of the children present; to assist in maintaining the physical building, grounds and equipment; to assist children in their play through direct participation with groups of children in activities that are teacher designed; to maintain and promote positive parents and public relations; to interact supportively and constructively with all faculty, staff, children, parents and management persons.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but not limited to the following:

- Assists in the release of children from school to an authorized adult following prescribed KCAA procedure.
- Participates in the afternoon snack meal service program, as directed by the CD or assigned classroom teacher, e.g. encouraging children to participate in the snack time, monitoring children's participation for USDA meal count logs, where applicable, modeling polite table manners for children to follow, guiding children in cleaning their spills, etc.
- Assists in securing the buildings and grounds at the close of the school day.
- Assists, at all times, all faculty and staff members in the general care and supervision of children, both during indoor and outdoor, and when scheduled, on excursions, ensuring their health and safety.
- Assists in class coverage through active participation in classroom activities and supervision of children as a group.
- Promotes positive, nurturing and caring interactions with each child by:
 - modeling respect for children and responding to their needs in caring ways

- supporting toileting skills through positive reinforcement
 - helping children to feel secure with the faculty, staff and school environment
 - encouraging children to problem-solve their own problems
 - interacting directly and lovingly with children
- Assists, as directed, in the preparation of lesson materials and in the implementation of activities in the learning centers.
 - Assists with general custodial duties, e.g. sweeping, mopping, wiping tables, countertops, emptying rubbish cans, cleaning sinks, to help maintain a clean, attractive learning environment, in and outside the classroom.
 - Models health and safety practices for children to follow, e.g. flushing toilet, hand washing.
 - Practices health and safety practices for self by wearing disposable gloves provided by KCAA when cleaning a child's toileting accident, handling an injury, and/or changing diapers.
 - Where applicable, follows NAEYC rules and regulations on the procedures of diapering and sanitizing the diapering area, e.g.:
 - sanitizes change table after every change
 - at all times directly attends to child while on the change table
 - regularly checks diaper and records status of diaper log chart
 - emphasizes during the changing, language and facial expressions to child
 - Assists, when teaching staff is not available, in caring for and documenting children's accidents, following prescribed school procedures.
 - Assists in maintaining the First Aid supplies/equipment by timely notifying teacher of needed inventory, and refilling kit, as directed.
 - Assists in maintaining all bathroom supplies, soap, tissue and paper towels, by making regular inventory checks and restocking, as needed.
 - Participates in Fire Drills and any other group practices, as directed by the CD.
 - Assists in the preparation for all parent-school/community functions and attends functions, as directed by the CD.
 - Maintains confidentiality of children, faculty and staff, and parent information. Only the topics and issues approved by the CD and/or teacher(s) can be discussed in public.
 - Is familiar with and abides by KCAA, school, class rules, regulations, policies, practices and procedures.

- Successfully demonstrates an increasing awareness of and implementation of NAEYC developmentally appropriate practices for infant/toddler and preschool age children.

SECONDARY DUTIES AND RESPONSIBILITIES

- Assists in the preparation activity materials and sets up activity centers designed by the teacher(s).
- Provides comfort to a child who is exhibiting anxiety, or sadness, etc., whenever the teacher is unavailable due to involvement with other children or is absent from the immediate area.
- Assists in maintaining classroom parent/child mailboxes and artwork files, as directed by the teacher(s).
- Assists in preparing children for special and/or seasonal events, e.g. May Day, Halloween Parade, etc.
- Assists with general clerical, office and administrative tasks, as needed by teacher(s), e.g. preparing Sign In/Out sheets.
- Assists in answering telephone as requested by CD or Teacher-in-Charge (TIC), and promptly relays messages to the appropriate person(s).
- Serves as the primary source of assistance and information to the substitute teacher(s) in the absence of the assigned teacher(s) regarding general environment arrangements, class schedules, supplies, children and parents' needs that would facilitate smooth implementation of the day's activities.
- Assists in the care of the school/class pets.
- Shares with teacher(s) information regarding child/family obtained through observations and/or informal conversations with parents.
- Communicates with parents or guardians about their child regarding issues such as the child's health, development or behavior only after discussion with the teacher and only with the approval of the teacher and/or Center Director.
- Administers basic First Aid only after receiving training and is certified, and only when the teacher(s), CD or TIC is not immediately available.
- Performs other duties as assigned.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities needed and/or desired. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education & Experience

Must be at least 16 years of age and have some experience working with young children between the ages of 2 through 5 either through paid or volunteer positions. Unless currently attending high school, a high school diploma is required and attending college pursuing a career in early childhood education or related field is preferred. Has some awareness of children's interests and needs; understanding stages of child development preferred. Throughout employment demonstrates a growing understanding of child development and an increasing awareness of individual children's interests and needs. Must successfully complete KCAA Orientation Program.

Physical & Mental Abilities

Is able to demonstrate agility and flexibility to move around, over and under children and obstacles normally found in a preschool environment. Must be able to lift, push, pull or carry 60 pounds without assistance and/or have the ability to assess the weight in order to ask for necessary assistance or to determine a safer method of moving the load. Vision correctable to 20/20. Must be able to move with agility over and under children and objects; to climb, as needed, up to heights no higher than 6 feet off the ground; to get down to child's level by either kneeling, sitting, crouching or stooping. Is able to be exposed to sunlight over a period of time not exceeding two hours.

Must be able to tolerate constant noises made by children such as crying, screaming, yelling, laughing. Can demonstrate patience and high tolerance to being surrounded by constant noises normal of young children such as crying, yelling, screaming, shouting, etc.

Can demonstrate the ability to independently problem-solve basic interpersonal conflicts young children experience. Must be able to effectively communicate in standard oral English language with faculty, staff, parents and the general public, as well as to serve as a standard English speaking role model for young children. Is able to legibly print. Is able to prioritize and follow directions with minimal supervision.

Attitudes & Attributes

Must be able to display sincere affection for and interest in the development of young children by demonstrating enthusiasm in working with children and their parents. Demonstrates willingness to take directions and is flexible in following through. Is able to accept constructive criticism as a method to improve one's performance. Is reliable, mentally alert while on duty, responsible in taking initiative, and interacts positively and maturely with both children and adults in speech, mannerisms and conduct. Reports to work on time, maintains a stable work attendance record, and timely and accurately completes employee timesheets. Must successfully pass DHS Criminal History Check and all subsequent annual checks, as required. Maintains at all times a professional posture, team-minded attitude and loyalty to KCAA and the school.

This job description is intended to indicate the kind of tasks and levels of work difficulty that will be required of the position given the title P.M. Teacher Aide (Part-Time) and shall not be construed as declaring what all the specific duties and responsibilities are. It is not intended to limit or in any way modify the right of the supervisor to assign, direct, and/or control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.