

JOB TITLE	Circulating Aide	EFFECTIVE DATE	October 1, 2016
REPORTS TO	Center Director	SUPERVISES (Y/N)	N
DEPARTMENT	Schools	EXEMPT/NON EXEMPT	NE
LOCATION	Honolulu	JOB CLASSIFICATION	TBD

1. Organization and Purpose

The Circulating Aide is responsible, under the direction of the Center Director (CD), for providing breaks or personal rest periods to staff, support in the distribution of meals, and other assignments.

2. Scope and Impact

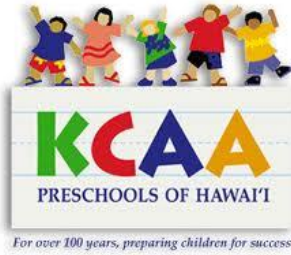
The Circulating Aide’s responsibility is to support the staff by attending to the general safety and health care of the children present; to assist in maintaining the school's kitchenette area in a clean, sanitized and orderly manner; to timely manage the distribution and cleanup of all KCAA meals as directed by Department of Health (DOH) and USDA; to timely submit monthly household orders; to assist in maintaining the physical building, grounds and equipment; to assist children in their play and participation in activities Teachers have designed; to maintain and promote positive parent and public relations; to interact supportively and constructively with all staff, children, parents and management persons. Schedule and location may vary, and is dependent upon the needs of the organization.

3. Essential Functions

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily (as required to meet specific school needs). The requirements listed below are representative of the job requirements. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Assisting Staff in Classroom

- Assists, at all times, all staff members in the general care and supervision of children, both during indoor, outdoor, nap and excursion times, ensuring their health and safety.
- Assists in class coverage both indoors and outdoors through active participation and supervision of children as a group, as assigned by the CD.
- 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.
 - Providing comfort to children exhibiting anxiety or sadness.
 - Interacting directly and lovingly with children.
- Supervises children independently while the Teacher is on their scheduled morning and afternoon personal rest periods.
- Assists, as needed and directed, in the preparation of Teachers' lesson materials.
- Models health and safety practices for children to follow, e.g. flushing toilet, hand washing.
- Practices health and safety practices for self-such as wearing gloves when cleaning a child's accident, handling an injury, and/or changing diapers.



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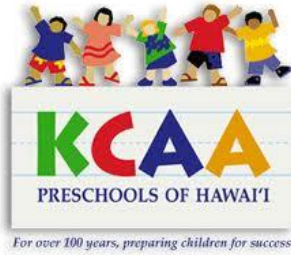
- Assists in maintaining the First Aid and emergency supplies/equipment inventory by timely notifying the CD of needed inventory, and refilling kit, as needed.
- Assists, when teaching staff is not available, in completing Health Reports, following prescribed school procedures.
- Assists in maintaining all bathroom supplies and equipment through regular inventory procedures, cleaning and restocking, as needed.
- Maintains confidentiality of children, staff, and parent information. Only the topics and issues approved by the CD and/or Teacher(s) can be discussed in public.
- Assists with general clerical, office and administrative tasks, as needed by the CD, e.g. maintaining School Bulletin Board, compiling monthly reports, monitoring, ordering and restocking the kitchen cupboards and curriculum supply closets' inventory.
- 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 while directly working with children.
- Participates in the meal service program, e.g. monitoring children's participation for USDA meal count logs, modeling polite table manners for children to follow, assisting children in cleaning their spills, etc.
- 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.
- Serves as a 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.
- 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.

Maintaining kitchen area

- Maintains the school's kitchenette area in a clean, sanitized and orderly manner.
- Maintains all major kitchen appliances through regular cleaning and prompt notification of needed repairs.

Food Preparation and Delivery

- May assist in collecting meal counts by adding each class's participation, e.g. day before afternoon snack count, current day's breakfast count, and anticipated lunch count for the day.
- May assist with the food deliveries prepared by KCAA's meal service vendor, timely distributes all meals and utensils needed to designated classroom areas, disposes of garbage as needed, collects



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and cleans all equipment and supplies to be returned to the vendor by the following school day and handles additional duties relating to school meals as assigned by the CD.

- May participate in the meal service program, *e.g.*, monitoring children's participation for USDA meal count logs, modeling polite table manners for children to follow, assisting children in cleaning their spills.

Marginal Functions

- Assists in the preparation of activity materials and sets up activity centers designed by the Teacher(s).
- Participates in staff meetings, 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.
- Assists in preparing for special and/or seasonal events, *e.g.* May Day.
- Assists in answering telephone as requested by CD or Teacher-in-Charge (TIC) in the absence of the CD, and promptly relays messages to the appropriate person(s).
- Assists with anecdotal records for Teachers, other assignments, and does Meal Summary Counts weekly.
- Maintains school library/lounge area, parent area, etc.
- May assist, as a back-up, in the care of the school/class pets.
- Substituting as a Teacher in temporary teaching vacancies, as deemed appropriate by the CD.
- Performs all other duties as assigned.

4. Job Requirements (List minimum requirements for this position – those each incumbent should have to be hired. May also indicate additional preferred qualifications but should note these as preferred rather than required.)

A. Education/Experience Required

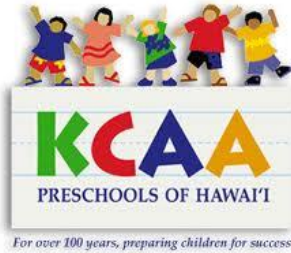
- Some experience working with young children between the ages of 2 through 5 either through paid or volunteer positions;
- High school diploma required and attending college pursuing a career in early childhood education or related field preferred.
- Some awareness of children's interests and needs; understanding stages of child development preferred.

B. Technical Skills Required

- Must successfully pass DHS Criminal History Check and all subsequent annual checks, as required.

C. Interpersonal Skills

- Mature-minded person who is able to work well with others in a team environment.



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- Displays 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, mannerism and conduct.
- Maintains at all times a professional posture, team-minded attitude and loyalty to KCAA and the school.
- Demonstrates the ability to independently problem-solve basic interpersonal conflicts young children experience.
- Is able to prioritize and follow directions with minimal supervision.
- Throughout employment demonstrates a growing understanding of child development and an increasing awareness of individual children's interests and needs.
- Maintains regular and consistent attendance. Reports to work on time, maintains a stable work attendance record, and timely and accurately complete employee timesheets.

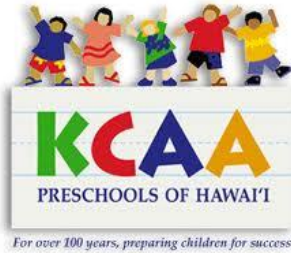
D. Language Skills

- Must have an effective command of the spoken English language to be able to effectively communicate both internal and external customers
- Must be able to maintain professional and positive personal and phone contacts projecting professional and positive communications (written and oral) with multi-level personnel within the organization and with the community at large.
- Must possess good oral and written English language skills. Can demonstrate the ability to understand and follow complex oral and written instructions; an ability to write legibly.
- 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.

E. Physical Demands/Work 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.
- Ability to access all areas of office, including high shelves, and file storage unit to retrieve files.
- Have vision correctable to 20/20.
- Work on several projects and tasks at the same time.
- Have the abilities to prioritize demands, juggle multiple tasks.



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- Sit and perform job duties at a computer and desk for long periods of time.
- Move with agility over and under children and object.
- Climb, as needed, up to heights no higher than 6 feet off the ground.
- Get down to child's level by either kneeling, sitting, crouching or stooping.
- Tolerate exposure to sunlight over a period of time not exceeding two hours.
- Tolerate constant noises made by children such as crying, screaming, yelling, laughing.

5. Signatures

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE	DATE
HUMAN RESOURCES SIGNATURE	DATE

This job description 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.