

<b>JOB TITLE</b>	Teacher's Aide	<b>EFFECTIVE DATE</b>	September 1, 2013
<b>REPORTS TO</b>	Center Director	<b>SUPERVISES (Y/N)</b>	N
<b>DEPARTMENT</b>	Schools	<b>EXEMPT/NON EXEMPT</b>	N
<b>LOCATION</b>	Honolulu	<b>JOB CLASSIFICATION</b>	8868

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**1. Organization and Purpose**

The Teacher's Aide is responsible for assisting the faculty in day-to-day operations in the classroom. May have AM or PM shifts.

**2. Scope and Impact**

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.

**3. Essential Functions**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. 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.

**Care and Supervision of Children**

- Assists in the morning greetings of children and their parents, e.g. helping parents to properly sign child in on the class Check-In sheet, assisting in the visual health inspection of child and confidentially relaying any observations of concerns to assigned teacher.
- Participates in the breakfast meal service program, as directed by the CD or assigned classroom teacher, e.g. encouraging children to partake in the meal sometime within the first hour and a half of the school day, monitoring children's participation for USDA meal count logs, modeling polite table manners for children to follow, guiding children in cleaning their spills, etc.
- 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.



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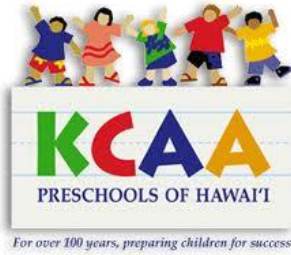
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**Classroom Support**

- 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.
- Assists in maintaining all bathroom supplies, soap, tissue and paper towels, by making regular inventory checks and restocking, as needed.
- 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 answering telephone as requested by CD or Teacher-in-Charge (TIC), and promptly relays messages to the appropriate person(s).
- 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.
- Assists with general clerical, office and administrative tasks, as needed by teacher(s), e.g. preparing Sign In/Out sheets.
- Where applicable, follows NAEYC rules and regulations on the procedures of diapering and sanitizing the diapering area.

**Health and Safety**

- Models health and safety practices for children to follow, e.g. flushing toilet, hand washing
- 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.
- 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.
- Participates in Fire Drills and any other group practices, as directed by the CD.
- Administers basic First Aid only after receiving training and is certified, and only when the teacher(s), CD or TIC is not immediately available.



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**Marginal Functions**

- Assists in the preparation for all parent-school/community functions and attends functions, as directed by the CD.
- Assists in preparing children for special and/or seasonal events, e.g. May Day, Halloween Parade, etc.
- 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.
- Performs 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**

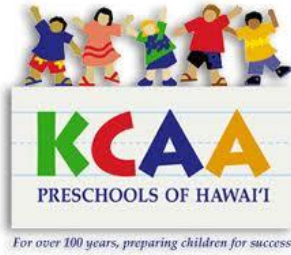
- Age 16 at minimum
- High school diploma or currently enrolled in high school attending college pursuing a career in early childhood education or related field.
- Experience working with young children between ages of 2 and 5 through paid or volunteer positions.
- Awareness of children's interests and 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.

**B. Technical Skills Required**

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

**C. Interpersonal Skills**

- 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.
- 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.



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- 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.
- Maintains at all times a professional posture, team-minded attitude and loyalty to KCAA and the school.
- Demonstrate the ability to independently problem-solve basic interpersonal conflicts young children experience.
- 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 demonstrate the ability to understand and follow complex oral and written instructions; an ability to write legibly.

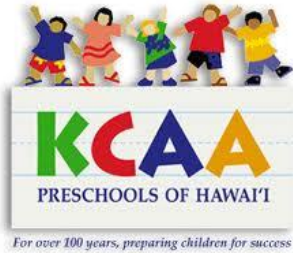
**E. Physical Demands/Work Environment**

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.
- Have vision correctable to 20/20.
- 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.
- Tolerate exposure to sunlight over a period of time not exceeding two hours.
- Demonstrate patience and high tolerance to being surrounded by constant noises normal of young children such as crying, yelling, screaming, shouting, etc.

**5. Signatures**

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE	DATE
HUMAN RESOURCES SIGNATURE	DATE



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*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.*

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