



## CLASSROOM AIDE/CAREGIVER

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### QUALIFICATIONS

#### A. REQUIRED

- High school diploma or completion of a high school equivalency diploma
- Possession of CPR and First Aid training certificate upon recommendation for hire

#### B. DESIRED

- At least six (6) months of experience of working with and caring for children

### SUMMARY

Assists the classroom teacher and other key instructional support personnel by maintaining a clean and organized learning environment, supervising play and preparing materials for classroom activities, and providing students with personal hygiene assistance.

Reports to: School Principal

### ESSENTIAL FUNCTIONS

- Supports the philosophy and goals of the school and classroom
- Supervises students during indoor and outdoor learning activities
- Assists in preparing instructional materials for classroom activities
- Maintains an environment where students are safe, nurtured, and valued
- Participates in daily cleaning and adheres to safety checklists
- Assists in serving snacks and lunches to students as needed
- Reinforces positive behavior by refocusing the student to focus on learning and by utilizing role modeling techniques
- Maintains on-going communication and positive working relationships with parents and site staff
- Maintains a professional work environment that fosters collaboration and trust
- Reports supply needs to the classroom teacher
- Assists student with personal hygiene such as bathroom use; hand washing; usage of proper sanitary measures; assists in the cleaning of soiled students; and cleans clothing and provides fresh clothing when required
- Exhibits patience, courtesy and tact when dealing with others
- Promotes and supports district-wide educational advancement in 21st Century Skills.
- Integrates knowledge and skills that are relevant to the 21st Century
- Performs other related duties, as assigned

### MENTAL AND PHYSICAL REQUIREMENTS

- Ability to reach, stoop, twist, bend, pull, lift and carry up to 50 pounds
- Ability and willingness to move around campus, with or without reasonable accommodations
- Ability to communicate effectively, both orally and in writing



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- Ability to perform functions from written and oral instructions
- Ability to sit for extended periods of time
- Ability to see, hear and speak at normal range, with or without reasonable accommodations
- Ability to read, write and comprehend
- Ability to analyze and problem solve
- Ability to concentrate for extended periods of time