



INFANT/TODDLER AIDE	
Reports To: Infant/Toddler Teacher	Department: MSHS
Entry Wage: \$15.53	Status: Non-Exempt

**Essential Duties and Responsibilities** (This is not an exhaustive list of all duties/responsibilities. Other duties may be assigned)

<ul style="list-style-type: none"> <li>◆ Assist Teacher with planning and conducting a classroom instructional curriculum and activities, for assigned children, that encourages growth of language, social, emotional, physical, intellectual, and communication skills</li> <li>◆ Assist in daily health checks of children</li> <li>◆ Assist in conducting and monitoring developmental screening of children, assist in implementing Individualized Family Service Plans (IFSPs) for families</li> <li>◆ Monitor the progress of individual children</li> <li>◆ Supervise classroom activities in the absence of the Teacher</li> </ul>	<ul style="list-style-type: none"> <li>◆ Ability to help maintain clear, reasonable, consistent, and age-appropriate rules and expectations for children</li> <li>◆ May perform duties of bus monitor once trained</li> <li>◆ Ability to multi-task, manage time, meet deadlines and remain calm and professional under pressure</li> <li>◆ Maintain standards of confidentiality of CC Idaho clients and records</li> <li>◆ Perform all work duties and activities in accordance with CC Idaho policies, procedures, safety practice, and Head Start Performance Standards</li> </ul>
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**Qualifications**

- ◆ Required
  - ✓ High School Diploma or GED
  - ✓ Ability to read, speak, and write in both English/Spanish in a business setting
  - ✓ Current driver's license and proof of auto insurance
  - ✓ Must pass physical examination and background checks, including state day care clearance
  - ✓ Must obtain clearance of Tuberculosis
  - ✓ Must obtain First Aid and CPR certification
  
- ◆ Preferred
  - ✓ 6 months of experience teaching or in early education
  
- ◆ Future Requirements
  - ✓ Infant/Toddler Child Development Associate credential (CDA)

**Required Physical Demands**

- ◆ Is frequently required to stand; walk; climb or balance, sit, stoop, kneel, crouch, or crawl; reach with hands and arms
- ◆ Must be able to lift and/or move up to 30 pounds

**Work Environment**

Work in an office or classroom setting; may be exposed to electrical shock and fumes or airborne particles; the work may be stressful; the noise level is moderate to elevated