Aledo ISD Job Description

Employee's Name (Please Print)

Employee Childcare, Assistant Instructor

Revised 10/2026

Reports to: Director, Aledo ISD Child Development Center

Primary Purpose:

To plan and implement a daily curriculum that promotes the social, emotional, cognitive, and physical development of each child.

Qualifications:

Meet basic requirements of Texas Department of Health and Human Services/Child Care Licensing requirements.
Knowledgeable in the social, emotional, and cognitive needs of children.
Must be able to lift 35 lbs. in the event of potential emergency situation concerning the safety of a child.

Special Knowledge/Skills

Must be coachable, competent, have high integrity, be detail oriented, creative, and nurturing.
Must have strong verbal and written communication skills.
Able to work with a team.
Able to cope in fast-paced environment.

Experience

Previous experience in childcare environment preferred.

Major Responsibilities and Duties:

1. Responsible for overall classroom and supervision of children.
2. Observes all rules and regulations as they pertain to Texas State Licensing and the Aledo Children's Academy.
3. Assess each child's developmental needs.
4. Implement the approved lesson plan with lead teacher.
5. Communicate regularly with parents.
6. Maintain attractive classroom that encourages children to explore, create and learn.
7. Provide a caring, nurturing atmosphere that encourages positive behavior.
8. Responsible for daily cleanliness of classroom and proper care of equipment.
9. Maintain a professional appearance in conjunction with the Aledo Children's Academy dress code.
10. Attends all staff meetings, trainings, and other school functions as necessary.
11. Assists in other capacities as deemed necessary by the Director or the designee.

Supervisory Responsibilities:

None

Equipment Used:

Standard office equipment including personal computer and peripherals.

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Working Conditions:

Mental Demands/ Physical Demands/Environmental Factors:

Maintain emotional control under stress. Work with frequent interruptions. Occasional prolonged and irregular hours, frequent standing, stooping, bending, kneeling, pushing and pulling; prolonged use of computer and repetitive hand motions; lifting at least 35 pounds. May be required to perform job duties including ability to conduct instruction, attend meetings and professional development, and make and receive phone calls in a virtual or remote workplace environment.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

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Employee Signature Date

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Supervisor Signature Date