
Job Title:	Childcare Classroom Team Member	Wage/Hour Status: Nonexempt
Reports to:	Director of Child Care	Date Revised: 5.16.2025
Dept./School:	Little Cubs Employee Child Care Center	

Primary Purpose:

Demonstrate the ability and desire to work effectively with young children and their families. Perform typical physical tasks in a child care setting. Maintain the health, welfare and safety of each child enrolled as it applies to their individual respect and to their ongoing development.

Qualifications:

Education/Certification:

High school diploma or hold a General Educational Development (GED) certificate

Experience:

Minimum 1 year licensed childcare experience preferred

Major Responsibilities and Duties:

- Displays sound judgement and demonstrates a working knowledge of and complies with state licensing regulations, district policies, Ponder ISD Childcare Program Protocols and Procedures, and other validating/credentialing agencies the program may choose to partner with.
- Demonstrates basic understanding of the developmental stages of children and can effectively model and promote positive social, emotional, cognitive, physical and creative learning behaviors and experiences, resulting in the individual growth and development of the children enrolled.
- Complies with policies established by Federal and State laws, State Board of Education rule and board policy.
- Demonstrates effective time management skills in all areas of job responsibilities
- Maintains physical health needed for the job's performance requirements
- Communicates in a positive manner with children, parents and staff.
- Maintains confidentiality
- Encourages positive communication and rapport with staff.
- Promotes cultural awareness in a respectful manner.



- Implements weekly lesson plans that will utilize resources and experiences to help each child develop socially, emotionally and physically through the preparation and teaching process.
- Creates an environment for children to explore independently or in groups without the direct supervision of the classroom team.
- Develops class routine duties involving the children that help keep the room neat and organized.
- Follows classroom schedule to make the best use of class time, considering each child's developmental skills and need for success time, and to ensure classroom organization.
- Maintains required records and anecdotal notes of individual classroom children and aids in maintaining and filing classroom teaching supplies and materials.
- Maintains a developmental profile portfolio for individual classroom children.
- Keeps director informed of special needs of or concerns about individual children.
- Helps supervise children throughout the day, inside and outside the classroom, guiding them to follow program safety rules
- Checks indoor and outdoor equipment daily to ensure it is in safe, operating condition. Reports any needed repairs immediately to the director.
- Handles emergency situations in a calm and professional manner.
- Fosters parent involvement by providing a variety of learning activities and opportunities.
- Offers parent conferences each semester
- Participates in staff development training to improve job performance.
- Performs other duties as assigned.
- Work Must be performed onsite.

Supervisory Responsibilities:

- As assigned by Childcare Director

This job description describes 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.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including computer and peripherals; standard instructional equipment; other specialized and adaptive equipment used by students

Posture: Frequent standing; kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Frequent walking and reaching

Lifting: Frequent light lifting and carrying (less than 15 pounds); Occasional heavy lifting (45 pounds or over) and positioning or students with physical disabilities, controlling behavior through physical restraint, assisting non- ambulatory students, and lifting and moving adaptive and other classroom equipment

Environment: Work inside and outside (exposure to sun, heat, cold, and inclement weather); exposure to noise; exposure to biological hazards (bacteria, communicable diseases)

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

**Required by Every Student Succeeds Act (ESSA) for aides who are providing instructional support in Title I, Part A program.*

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Reviewed by _____

Date _____

Received by _____

Date _____

