

Job Title: Bulldog Learning Center Aide**Wage/Hour Status:** Nonexempt**Reports to:** Director of Early Childhood Services**Pay Grade:** 187 days, Auxiliary Plan**Dept./School:** Bulldog Learning Center**Date Revised:** 6-14-22

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 while following the Center Guidelines and the Minimum Standards of the Texas Department of Family and Protective Services.

Qualifications:**Education/Certification:**

High School Education
High School Graduate or Equivalent preferred.
Background check

Special Knowledge/Skills:

Patience and caring for children
Behavioral strategies
Flexibility

Experience:

Experience working with children preferred
Experience working with children in preschool/daycare setting

Major Responsibilities and Duties:**Student Management:**

- Creates an environment for children to explore independently or in groups without the direct supervision of the teacher.
- Helps supervise students throughout the school day, inside and outside the classroom, guiding them to follow student safety rules.
- Keeps the director and caregiver(s) informed of special needs or problems of individual students.
- Allows for active and quiet periods balancing challenging experiences with successful outcomes.
- Helps children develop self-help skills, learn to respect the property and feelings of others, and express emotions in a positive manner.

Clerical:

- Assists in maintaining a developmental profile folder for individual classroom students. ● Assists with records of individual classroom students and keeps anecdotal notes as ● needed.
- Compiles, maintains and files instructional materials.

Compliance:

- Complies with policies established by federal and state laws, State Board of Education rules and board policy.
- Complies with all district and campus routines and regulations.
- Check indoor and outdoor equipment daily to ensure it is in proper condition. Report any needed repairs immediately to the Director or Assistant Director.
- Maintains confidentiality.
- Participates in staff development training programs to improve job performance.
- Communicates in a positive manner with children, parents and staff.
- Encourages positive communication and rapport with staff.
- Reports to work on time, is reliable for regular work and maintains a good attendance.
- Performs other duties as assigned.

I understand 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.

Supervisory Responsibilities: None

Working Conditions:**Mental Demands/Physical Demands/Environmental Factors:**

Maintain emotional control under stress. Frequent standing, stooping, bending, kneeling, pushing, and pulling; regular heavy lifting of students. Biological exposure to bacteria and communicable diseases.

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.

Approved by Date

Reviewed by Date