



**Job Description for**  
**Teacher Aides**  
**and Substitute Teacher**

The childcare aide and substitute shall assist the classroom staff in implementing a structured classroom on an as needed basis. The aide and substitute shall be responsible for aiding the childcare teacher in the implementation of the daily schedule and routine, leading activities, ensuring safety and security of children, and supervision of children. The aide and substitute shall develop nurturing relationships with the children within a context of consistency and structured routines.

**Essential Duties and Responsibilities**

1. Use daily classroom events as opportunities to assist children in developing more appropriate behavior, social skills and coping skills.
2. Assist childcare teacher in development and implementation of a structured classroom environment.
3. Assist in maintaining constant supervision of children.

**Classroom Duties and Responsibilities**

1. Supervise classroom routines including diapering/toileting and snacks.
2. Work with teacher to maintain a safe and healthy environment for children.
3. Assist in keeping the classroom organized and arranged appropriately.
4. Ensure materials are available to teacher when needed to carry out activities.
5. Model acceptable behaviors and utilize behavior management techniques in classroom.
6. Keep teacher and the director informed of problems that arise in the classroom.

**Relationships with Parents/Legal Guardians**

1. Assist teacher in maintaining good communication with parents/legal guardians.
2. Attend training as requested by the director and childcare requirements.

**Teamwork**

1. Build good communications and cooperate with other staff to create and maintain a professional atmosphere.
2. Cooperate with staff members regarding program decisions.
3. Participate in required staff meetings and staff development as requested by the director.
4. Communicate with staff members regarding children's issues and parent/legal guardian communications.
5. Follow through with program decisions, plans, and expectations.

Signature of employee signifies understanding and acceptance of the job description:

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Signature

\_\_\_\_\_

Date

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Employment Date