

**Creation Kids Preschool
Little Lambs Aide Job Description
2019-2020**

Qualifications

- Must be at least 16 years of age
- At least 1 year experience working with children preferred
- Caring and nurturing attitude towards children

Compensation

1. Aide positions may cover hours of operation between 6:00 a.m. and 6:00 p.m. Time will be divided by more than one aide position. Depending on number of children, hours may be reduced for that particular day. Opportunities to “pick-up” hours throughout the year may exist. Aides who are currently attending school will have schedules designed around their class schedule.
2. Aide positions are expected to work according to the Little Lambs school calendar (see website). Days marked as “closed” do not offer compensation.
3. Aide positions are expected to work and hold care hours for the program when regular preschool classes are cancelled and when Kasson-Mantorville schools declare a late start, early out, or cancellation of classes. Hours of operation may be reduced depending on the number of children utilizing care for the day and/or severity of weather and will be determined by the Administrator and Board members. Little Lambs will be closed when travel is not advised and/or the Governor orders the State of Minnesota to close school.
4. Staff meetings will be paid and scheduled before or after regularly scheduled time as needed and determined by the Administrator. Attendance to scheduled staff meetings as determined by the Administrator is mandatory.
5. Tuition and/or registration fees for any required continuing education credits or in-service hours (including, but not limited to, First Aid and CPR) will be paid for by the CKP Board, pending approval.

Primary Responsibility

Assuring Creation Kids Preschool provides a safe, high-quality care environment that reflects a Christian emphasis for young children.

General Responsibilities

General responsibilities fall under several categories, including but not limited to, the following:

Little Lambs Care Room:

1. Work in conjunction with the Lead and other aides to provide daily high-quality care in a safe environment that reflects Christian values.
2. Follow a structured daily schedule that will provide age-appropriate early childhood activities.
3. Acknowledge and adhere to Department of Human Services (DHS) guidelines in order to meet licensing criteria.

4. Nurture the intellectual, spiritual, emotional, social and physical development of each child.
5. Greet parents and children in a welcoming manner, fostering an inviting atmosphere reminiscent of home.
6. Supervise all activities to ensure the safety of the children.
7. Assist with serving lunch and snacks, encouraging good manners and nutrition.
8. Help children establish good personal hygiene habits.
9. Keep all supplies, equipment and storage areas clean and well-organized.
10. Perform light cleaning duties for bathrooms, flooring and kitchen area.

Staff Responsibilities:

1. Attend regular staff meetings and scheduled work days.
2. Maintain confidentiality of student and staff information.
3. Report hours worked when due.
4. Work cooperatively with other staff – be available to listen, support, help, encourage.
5. Complete staff evaluation forms as requested by the Personnel Commission.
6. Act as a professional representative of Creation Kids Preschool.