

TOWN OF HAMDEN
Child Care Aide-School Age Child Care Program

Non-Classified/Non-Competitive
Department: Youth Services
Starting pay: \$12.00 per hour

Non-Bargaining Unit
Part Time-up to 19.5 hrs.
Up to 40 hrs. school vacation

Position Description: The Child Care Aide is responsible for assisting the SACCP Head Teacher in the classroom as needed. The Child Care Aide will be part of a learning team that promotes a positive learning experience. The Child Care Aide will support the Head Teacher in the implementation of a child centered curriculum that is open-ended, process oriented and inclusive in accordance with Hamden Youth Services mission.

Supervision Received: The Child Care Aide reports to the Head Teacher, Childcare Director and/or Youth Services Coordinator.

Examples of Essential Job Duties: The Child Care Aide assists in the daily operation of the classroom and assumes full responsibilities for the classroom in the absence of the Head Teacher. The key responsibilities include:

1. Classroom Management
 - Assists in providing for protection and care of the children
 - Assists in planning and implementing an appropriate daily program
 - Prepares snack and other meals as needed: supervises and interacts with children while they eat
 - Assists with the ongoing supervision of the children
2. Curriculum Planning and Evaluation
 - Participates in curriculum planning
 - Cooperates with the Head Teacher in implementing the curriculum
 - Must attend and complete 5-10 hours (i.e. 1% of total hours worked) of approved continuing education each year
3. Preparing of Materials and Resources
 - Assist in maintaining records and reports in accordance with CT Department of Public Health-Office of Early Childhood licensing regulations
 - Assist in preparing teaching materials and resources
 - Maintains a clean and safe classroom and keeps equipment / supplies in good condition.
 - Notifies Head Teacher when supplies and/or food needs to reordered
 - Childcare may perform related work as required or directed

Knowledge, Skills and Abilities: Must be able to relate to parents, staff and community in order to:

1. Relate to children in positive ways
 - Treats children with respect, makes them feel welcomed and comfortable, accepts and appreciates them
 - Helps to plan culturally diverse activities with children and staff
 - Communicates, teaches and engages children at their developmental level

- Responds appropriately to individual needs of children
 - Encourages children to make choices and become more responsible
2. Establish positive and productive relationships with families
 - Attends staff meetings and parent conferences
 - Accurately follows special childcare instructions given by parents
 - Timely communication of parental instructions to the Head Teacher
 3. Maintain a commitment to professionalism
 - Supports the philosophy and
 - Diligently Adheres to the Town of Hamden SACCP Handbook.

Minimum Qualifications Required: High School Diploma or equivalency. Preferred CDA license and/or Associates Degree or Bachelor's Degree in Elementary Education, Recreation, Psychology or related fields of study. Experience working with school age children (Kindergarten through sixth grade)

License or certificate: A valid, current Connecticut Driver's License and CPR certification is required.

Physical, mental exertion/environmental conditions: Must be able to work under stress from demanding deadlines and changing priorities and conditions. There is constant interaction with children, families and staff members, requiring the individual to remain calm under stressful conditions. You must have the physical ability to remain on feet for extended periods of time. Must be able to hear clearly (correctable to within normal limits) to record telephone information, and to see (vision correctable to 20/20) to complete applications and forms. You must be able to lift up to 50 lbs. of supplies and equipment.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task and responsibility. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

This position is funded through grants and fees, and a lack of funding or enrollment may result in the elimination of this position. This position is not part of the Classified Civil Service System of the Town of Hamden; however, the successful candidate will be employed in accordance with accepted principles of Public Employee employment.

