



JOB TITLE	DEPARTMENT	REPORTS TO
Child Care Aide	School Based	Principal

Position No: 51110	Length of Work Year: 10 Months
Salary Schedule: C03	Date Approved: 7/27/97
FSLA: Non-exempt	Date Revised: 11/18/08; 4/17/15

JOB GOAL
To assist in the total LAPP Program by providing appropriate care to the infants and children of teen-aged girls enrolled in the program and to model good child care to these students.

MINIMUM QUALIFICATIONS

1. High School Diploma or equivalent.
2. Experience in Child Care.
3. Demonstrated typing ability.
4. T.A.B.E. Test required or successful completion of one (1) year of college work.
5. Florida Child Care Professional Credential (FCCPC)
6. Ability to perform the functions of the position.

OTHER QUALIFICATIONS

1. First Aide Certification
2. Certification in CPR course including, specific techniques for use with infants and toddlers.
3. Ten (10) child care in-service hours required annually.

DUTIES AND RESPONSIBILITIES

1. To assist with breakfast and lunch programs.
2. To assist with bus duty.
3. To operate and care for equipment used in preparation of instructional materials.
4. To assist teachers in preparing instructional materials as requested.
5. To assist with supervision of students during assemblies, field trips and other special activities.
6. To assist the office staff as the time allows.
7. To substitute in an emergency for a classroom teacher for a short period of time.
8. To perform all other duties applicable to a general aide in a school.
9. To perform assigned tasks in a timely and efficient manner.
10. To perform assigned tasks with a high standard of quality.
11. To perform all other duties assigned by the Principal.

PHYSICAL DEMAND CLASS:

Light-Medium (LM) - Frequent lifting and carrying of objects weighing 20 pounds or less. Infrequent lifting and carrying of objects weighing 21-50 pounds. Frequent walking and/or standing is required to carry out duties.