

**PLANO INDEPENDENT SCHOOL DISTRICT  
Job Description**

<b>Job Title:</b>	Child Caregiver Aide	<b>Wage/Hour Status:</b>	Nonexempt
<b>Reports To:</b>	Child Caregiver/ Site Manager and Coordinator	<b>Date Revised:</b>	11/15/16
<b>Dept./School:</b>	Employee Child Care		

---

---

**Primary Purpose:**

Responsible for assuring each child is well cared for and safe at the PISD Employee Child Care Center.

**Qualifications:**

**Education/Certification:**

High School Diploma or equivalent (preferred)

Acquire and maintain current CPR and first aid certificates

Per the Texas Department of Family and Protective Services, employees must attend a pre-service training (24 training hours) within 90 days of hire for new employees in licensed centers who have less than 2 years' experience in regulated child care; the 24 hours MUST be completed before the employee may be counted in the child/caregiver ratio. Employees may not be compensated for pre-service hours. Must be 18 years of age or older.

**Special Knowledge/Skills:**

Knowledge of Texas child care guidelines and state licensing for child care facilities

Ability to work flexible hours, be punctual and demonstrate a positive attitude

Display good communication skills and ability to receive and follow directions

Strong organizational, time management and interpersonal skills

Ability to demonstrate a high degree of flexibility and adaptability

**Preferred Experience:**

Childcare experience (preferred)

**Major Responsibilities and Duties:**

Assist the Lead Caregiver in planning and carrying out classroom activities

Assist with curriculum and daily lesson plans that are suitable for the child's age, stage, and personal interest

Assist in supervising substitutes assigned to the same classroom

Monitor and observe groups of children indoors and outdoors

**Job Title:** Child Caregiver Aide

- Ensure that each child receives individual attention
- Provide positive guidance to help children develop the ability to be self-disciplined
- Understand developmentally appropriate practices as well as growth and development of assigned age group
- Use developmental milestones as the primary means of gathering developmental data on child's growth
- Share the responsibility for the arrangement and maintenance of the room and equipment
- Perform daily housekeeping tasks related to certain activities of the program (i.e. meals, art activities, etc.)
- Observe and report any hazardous conditions of the building, grounds, or equipment to supervisors
- Communicate regularly with parents on children's daily charts including at annual parent conferences
- Maintain the care-giving standards established by the Texas Department of Family and Protective Services (DFPS) and the standards set by the Academy of Early Childhood Programs
- Perform emergency evacuation procedures, administer medication and attend to the hygienic needs of children with ease
- Maintain confidentiality of information regarding children, parents and other staff
- Follow all rules, regulations, and policies of Plano ISD and follow directives from superiors
- Follow attendance policy as assigned by supervisor
- Perform other functions that may be assigned by the Administration and/or supervisor

**Supervisory Responsibilities:**

None

**Working Conditions:**

**Mental Demands:**

Ability to communicate effectively (verbal); maintain emotional control under stress; work with frequent interruptions

**Physical Demands/Environmental Factors:**

Frequent stooping, bending, and walking while carrying an infant up to 25 lbs.; occasional prolonged and irregular hours; occasional lifting of up to 50 pounds

---

**Acknowledgement:**

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities may be an acceptable substitute for the above specified education and experience requirements at the sole discretion of District Administration.

**Approved By:** W. Noel McBee, Compensation Coordinator

**Date:** 11-15-16

**Job Title:** Child Caregiver Aide

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration and/or my supervisor has the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

My signature below indicates I understand and acknowledge my job description.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_