

NURSERY AIDE

JOB SUMMARY

Under the general supervision of a certificated teacher, cares for infants and toddlers, models good parenting skills and exchanges information and observations with teen mothers learning to care for their children, as well as ROP students taking child development classes for credit; follows established guidelines, and performs related work as required.

ESSENTIAL DUTIES

- Communicates daily with teen mothers regarding their respective children and notes important developmental information in child's chart.
- Bottle-feeds and spoon-feeds infants and assists in the feeding or monitors self-feeding of toddlers up to four years old.
- Cleans and bathes infants.
- Changes diapers.
- Charts care and activities of infants.
- Keeps the nursery clean and orderly.
- Supervises the infants and toddlers at play.
- Assists children in developing motor, social and self awareness skills.
- Supervises and participates in games with children.
- Assists children with grooming and toilet activities.
- Maintains classrooms and nursery in a clean and orderly condition.
- Reads stories and plays with children.
- Facilitates arts and crafts projects.
- Measures and records at specified intervals each child's progress toward and achievement of established goals .
- Establishes and maintains good relations with children and staff.
- Performs other related duties as required.

EMPLOYMENT STANDARDS

Education and Experience: High school graduation or equivalent and experience working with and caring for infants and toddlers. Course work in child development is desirable.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Basic methods used in the care of infants and toddlers.
- The behavior and needs of infants and toddlers.
- Health and safety practices.

Ability to:

- Understand and apply rules, regulations, procedures and policies.
- Establish and maintain effective working relationships with children, parents, teachers, and administrators.
- Exercise tact and diplomacy in working with teen mothers to demonstrate or suggest a variety of effective techniques and strategies for effective parenting of infants and toddlers.
- Follow oral and written instructions.
- Keep simple records.
- Document and record infant/toddler development.
- Learn the requirements for the physical care of infants and toddlers.
- Use patience in working with assigned children.
- Engage in moderate and frequent physical activity, such as repeated and regular lifting and moving of infants and toddlers.

WORKING CONDITIONS: Works indoors in nursery and play rooms, as well as outdoors on playground; frequent diapering infants and toileting toddlers, washing hands, and lifting, bending, stooping and getting up from the floor to tend children; regular exposure to a moderate level of noise. Some positions may be required to lift up to 35 pounds.