

**Child Care Aide 2**

**Skill Level: 3**

**FLSA Status:** Non-exempt

**IPEDS: 710**

Job Purpose: Work performed in the implementation of program goals and classroom objectives

Characteristic Duties and Responsibilities (Essential functions for this position are on file in the Office of Human Resources for your information):

Assists in directing and directs activities of children in daycare program.  
Works with individual children on specific tasks.  
Helps in planning and developing each day's activities.  
Helps with serving meals and snacks.  
Assists with preparation and presentation of educational materials.  
Assists children in bathroom.  
Records class attendance.  
Helps children on and off van on departures and arrivals.  
Supplemental Functions:

All incumbents are expected to perform these functions except for those qualifying under the Americans with Disabilities Act for a reasonable accommodation.  
These functions may vary by institution. Incumbents may provide backup to various functions within the unit.  
Performs other work as assigned.

Direction Received:

Employees work under general supervision. Advice and guidance are available from the supervisor as needed for complex issues or exceptions to policy.

Direction Given:

N/A

Job Specifications:

High School diploma or GED. Some experience working with children is desirable.  
Possession of a valid Tennessee operator license as issued by the Tennessee Department of Safety and may be required to obtain a valid Tennessee special chauffeur's license.

Knowledge, Skills, Abilities, and Worker Characteristics:

Knowledge of instructional methods, materials and programs.  
Knowledge of recreational activities associated with creative play.  
General knowledge of psychological and biological needs of children.  
Ability to make minor decisions in accordance with established procedures.  
Ability to operate light motor vehicle as necessary.  
Ability to react quickly and calmly in stressful situations.  
Ability to understand and follow instructions.  
Ability to establish and maintain an effective working relationship with the public, children, and other employees

Working Conditions/Physical Demands/Special Conditions:

Specific working conditions, physical demands and special conditions relative to this position are on file in the Office of Human Resources for your information.

<u>Date</u>	<u>Skill</u>	<u>Evaluation</u>
5/2004	3	421012122

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The intent of this job description is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position.