

**PACELLI CATHOLIC SCHOOLS
Job Description**

**PACELLI CATHOLIC SCHOOLS TIM COPPS EARLY CHILDHOOD CENTER
CHILD CARE TEACHER AIDE**

QUALIFICATIONS:

- High school graduate at least 18 years of age
- Meet all the requirements set by the Wisconsin DCF for an Assistant Child Care Teacher as listed in the Wisconsin Administrative code 251
- Demonstrates skills in organizing ideas and presenting them with clarity
- Able to establish and maintain working relationships based on mutual confidence and respect
- Able to identify problems and their resolution
- Demonstrates sound judgment
- Socially competent;
- Adaptable, flexible, patient, reliable
- Sensitive to children's social, emotional, and physical development
- Good communication skills
- Self confident, with emotional maturity
- Cheerful, possesses a sense of humor
- Trustworthy; ability to maintain and ensure confidentiality of sensitive information and materials
- Able to accept constructive criticism
- Follows PCS dress code for staff personnel
- Demonstrates loyalty to school, system, Diocese

REPORTS TO: Child Care Lead Teacher
PCS Tim Copps Early Childhood Center Director

GENERAL AREAS OF RESPONSIBILITY:

- Assist with the orderly, efficient, and safe operation of the classroom, cafeteria, playground, etc.
- Where appropriate, instruct children in the childcare room and assist lead teacher with planning
- Provide a good Christian model and example in one's attitudes and actions
- Perform instructional functions as specified by lead teacher, including but not limited to: reading with/to children, one-on-one work, small-group work, bulletin boards
- Responsible for housekeeping duties as specified by lead teacher
- Work in other childcare rooms when needed
- Maintain personable, cooperative relations with children, staff, parents, & public
- Perform any other duties as may be necessary and assigned by the lead teacher/director
- Attends monthly staff meetings
- Complete 15 hours of continuing education each year

PCS Tim Copps Early Childhood Center Director Signature

Date

Child Care Teacher Aide Signature

Date