

## **Bentonville Public Schools Job Description**

TITLE: Teacher Aid, Break Person, or Closer for Childcare Enrichment Services Building Bridges  
QUALIFICATIONS: 18 years or older with a high school diploma or GED  
REPORTS TO: Site Director  
SUPERVISORS: None  
JOB GOALS: Assist the teacher in providing a fun, safe, and learning environment for children.

### Performance Responsibilities:

#### Classroom:

1. Maintain safe and sanitary classroom area and equipment.
2. Arrange classroom for optimum efficiency/usage.
3. Be aware of possible hazards.
4. Keep work and play areas neat and organized.
5. Update room decorations.
6. Keep closets and shelves in order. (Lock up hazardous materials.)

#### Program:

1. Follow the daily schedule of activities.
2. Assist in preparing, serving, and clean-up snack.
3. Maintain phone log.
4. Note any special instructions from parents.
5. Organize work efficiently.
6. Report to the Site Director any problems with students, parents, or other staff; also any other problems you may have.

#### Other Job Requirements:

1. Be familiar with and follow all Building Bridges Policies.
2. Refer parents with questions to the Site Director.
3. Discipline should be handled through the Site Director.
4. Attend scheduled meetings.
5. Attend at least 15 hours of training each year.
6. Check children for illness and inform the Site Director.
7. Supervise bathroom breaks and hand washing.
8. Maintain an accurate student count at all times. (Staff/Child Ratio)
9. Inform the Site Director of any potential problems in or around the site.
10. Be aware and adhere to all licensing requirements.
11. Ensure that each child leaves with parent or authorized person.
12. Must give notice if you cannot be at work at your scheduled time.
13. Report to the Site Director upon arrival and leaving work.
14. Other duties as assigned.

### Knowledge, Skill, and Ability:

1. Have skills in creating a fun, learning, and safe environment for children.
2. Respond to children's needs.
3. Interact with children at all times.
4. Maintain control of the group.
5. Maintain discipline as outlined in the Employee Handbook.
6. Oversee and interact with children during outside play time.
7. Accompany children at all times.

### Staff and Personal Relations:

1. Have a positive attitude. (Wear a smile!)
2. Communicate and cooperate with other staff members.
3. Communicate and cooperate with parents daily.
4. Promote teamwork.

5. Be flexible.
6. Be punctual.
7. Take initiative.
8. Use good judgement.
9. Keep information confidential. (NO GOSSIP!)
10. Support the Building Bridges Program in accordance with all relevant policies and procedures.
11. Establish and maintain effective working relationships with the Lead Teacher, Site Director, Administrative Team and other staff.
12. Maintain a professional image.
13. Be trustworthy.
14. Be loyal to the Site Director and the Administrative Team at all times.
15. Be attentive and loving to the children at all times.
16. Follow instructions given by the Lead Teacher, Site Director or Administrative Team.

Qualifications include enjoyment of young children, good mental and physical health, TB skin test within the past year, and respect for diverse cultural backgrounds, willingness to complete training requirements, and willingness to undergo background checks required by law.

TERMS OF EMPLOYMENT: Based on Childcare Enrichment Services Salary Schedule

EVALUATION: Performance of this job will be evaluated based on the Childcare Enrichment Services Employee Handbook and Evaluation.

I understand and will abide by all the requirements and responsibilities of the position of Teacher Aide, Break Person, or Closer.

Approved By \_\_\_\_\_ Date \_\_\_\_\_