

# DURANGO SCHOOL DISTRICT 9-R

## JOB DESCRIPTION

**Job Title:** Infant/Toddler Teacher Aide  
**Job Family:** Student Support  
**Department:** Student Services of School Based  
**Typical Work Year:** 9 months

**Pay Grade:** ESP Salary Schedule  
**FLSA Status:** Non-exempt  
**Prepared Date:** July 9, 2018

**SUMMARY** Assist both normally developing children and those with identified special needs in their educational, physical, emotional, and language growth and development in the care center, under the direction of the center director. Assist with documentation of observations, meeting developmental objectives, and maintaining a nurturing, safe, and clean environment in accordance with Colorado Child Care Rules and Regulations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- D 20% Provide classroom and one-on-one support to children as necessary
- D 10% Assist director in modifying instructional materials and/or equipment to accommodate the child's needs in the center
- D 10% Assist director in observing, monitoring, and recording child behavior, developmental progress, and medical needs
- D 10% Assist with expanding children's communication and motor skills
- D 10% Assist with preparing and maintaining the center, with a particular emphasis on safety and cleanliness
- D 10% Assist children with feeding, diapering, toileting, hygiene, and cleanliness
- D 10% Assist and support in carrying out social/emotional support programs
- D 10% Facilitate children's active participation with peers
- D 5% Perform clerical duties and assist in preparing/organizing center materials
- D 4% Communicate with director about children's growth and progress
- Ongoing 1% Perform other duties as assigned.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION AND TRAINING:** High school diploma or equivalent. Must be at least 18 years of age to hold the position.

**EXPERIENCE:** Experience is preferred but may not be necessary for hiring.

**CERTIFICATES, LICENSES, & REGISTRATIONS:** CPR and First Aid training preferred at hire; required within three months of hire. All trainings required by the Colorado Department of Human Services for infant/toddler staff. Criminal Background Check required for hire.

**TECHNICAL SKILLS, KNOWLEDGE, & ABILITIES:**

- Communicate effectively in written and oral form using positive interpersonal skills
- Consultation skills

- Knowledge of child development
- Knowledge of developmental, emotional, and behavioral disabilities
- Non-violent and physical intervention techniques
- Ability to use proper English grammar, punctuation, and sentence structure
- Ability to promote and follow Board of Education policies, Superintendent policies and building/department procedures.
- Knowledge of first aid skills

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers.
- Operating knowledge of and experience with typical office equipment, such as copier, fax machine, E-mail, etc.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

**Reports to:** Building Administrators  
 Infant/Toddler Center Director

**Direct Reports:** This job has no supervisory responsibilities

- Responsible for supervising the behavior and well-being of children

**BUDGET AND/OR RESOURCE RESPONSIBILITY:** This job has no budgetary responsibilities.

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk		X		
Sit				X
Use hands to finger, handle or feed			X	
Reach with hands and arms			X	
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell		x		

WEIGHT and FORCE DEMANDS:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds			x	
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare		X		
Analyze		X		
Communicate				X
Copy			X	
Coordinate			X	

Instruct				X
Compute		X		
Synthesize	X			
Evaluate		X		
Interpersonal Skills				X
Compile		X		
Negotiate	X			

WORK ENVIRONMENT:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts		X		
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			
Exposure to bodily fluids			X	

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	X
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	

The signatures below indicate that job description has been reviewed by the employee with the supervisor.

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Name (Print)

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date