

**NHTI, Concord's Community College – SUPPLEMENTAL JOB DESCRIPTION**

**INCUMBENT:** \_\_\_\_\_

FLSA: Non-Exempt

EEO-6: 5-56 (Technical & Paraprofessional)

SOC Code: 25-9041

Classification: Teacher Aide

Classification Code: 9281

In-House Title: Substitute Childcare Aide

Date Established: 7/1/2011

Position Number: C2R00048

Date of Last Amendment: 10/26/11

**SCOPE OF WORK:** To assist teachers and professional staff in performing teaching responsibilities in the Child & Family Development Center in a substitute basis. This position reports to the Director of the Child & Family Development Center at NHTI, Concord's Community College.

**ACCOUNTABILITIES:**

- Greets each child and family and assists in the transition from home to childcare setting;
- Helps to create a warm, caring and safe environment to support children and teachers in ways that improve the overall quality of care and education;
- Responds sensitively to the interests, requests and needs of individual children, actively engage children in developmentally appropriate activities, assist in the implementation of curricula activities;
- Meets the basic physical and emotional needs of children;
- Encourages emerging self-help skills;
- Promotes and models good hygiene and nutrition by eating meals with the children;
- Assists teachers in recognizing and recording children's progress, and documenting accidents, medications and concerns;
- Assists in cleaning, organizing and maintaining classroom well being and upkeep;
- Participates in meetings and performs a variety of clerical duties upon assignment;
- Complies with all college, system, state and federal rules and regulations;
- Other duties as assigned.

**MINIMUM QUALIFICATIONS:**

**Education:** Graduation from high school or G.E.D. equivalent, plus completion of one academic year in General Studies, Liberal Arts, Education, Early Childhood Education or Child Development at a postsecondary institution or college.

**Experience:** No experience required.

**License/Certification:** None required.

**RECOMMENDED WORK TRAITS:** Basic knowledge of the reactions of students and the ability to maintain appropriate discipline without creating harmful situations to students concerned. Ability to promote an empathetic attitude towards students. Ability to promote cooperation between students and educational staff. Ability to carry out written and oral instructions and to provide proper assistance to the teachers or supervisor as assigned. Ability to establish and maintain harmonious relationships with other employees and students at the institution or technical institute/college. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the college appointing authority.

**DISCLAIMER STATEMENT:** This class specification is descriptive of general duties and is not intended to list every specific function of this class title.

**SIGNATURES:**

The above is an accurate reflection of the duties of my position.

\_\_\_\_\_  
Employee's name (print)

\_\_\_\_\_  
Employee's signature

\_\_\_\_\_  
Date Reviewed

Supervisor's Name and Title: Lisa Ranfos; Director - Child & Family Development Center

The above job description accurately measures this employee's job duties.

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date Reviewed

\_\_\_\_\_  
CCSNH – Director of Human Resources

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