



POSITION DESCRIPTION EARLY CHILDHOOD CENTER AIDE

HOURS: Part Time (24 Hours/Week Monday - Friday) Non Exempt
SALARY: Based on experience
REPORTS TO: ECC Administrator

An aide provides support to the staff and may be assigned to work in the classroom, office and/or kitchen. The teacher's aide is under the supervision of the teacher, office administrator or cook, to assist with the children, classroom preparation, housekeeping, record keeping and/or clerical duties. The aid at Timothy should be someone who can work well with another person, who can take direction and follow-through with those directions. The aid has the responsibility for, but is not limited to:

- Working effectively with the assigned staff/teacher.
- Carrying out duties as assigned
- Substituting for the teacher in the teacher's absence.
- Performing any other duties as assigned.