

Infant / Toddler Day Care Aide

Position Details

Class Code: 0195

Job Family: Paraprofessional/Aides/Assistants

Classification: Support Professional

Terms of Employment: [Pay Grade 44 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under immediate supervision of a licensed professional, performs a variety of duties related to the care of preschool children including classroom instruction assistance.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Assists teacher in daily instructional activities.
2. Assists teacher in maintaining discipline and encouraging acceptable behavior.
3. Assists teacher in taking attendance and duplicating bulletins, correspondence, reports, and a variety of instructional materials.
4. Assists day care students with personal and sanitary needs.
5. Assists in feeding day care students by preparing, distributing, ordering, and serving snacks and special lunches.
6. May assist and actively participate in various motor-skilled activities for day care students.
7. May keep records of medication administered to students per parent authorization.
8. May administer first aid and/or Cardiopulmonary Resuscitation/Automated External Defibrillator (CPR/AED) when necessary.
9. May assist in cleaning play areas and/or day care center.

10. Conforms to safety standards, as prescribed.
 11. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves performance of tasks directly associated with assisting teachers in the care of infants and toddlers in a daycare setting.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of basic first aid, CPR/AED, and Universal Precautions.
 2. Ability to work effectively with students, infants, and toddlers.
 3. Ability to deal with difficult behavior and emergency situations.
 4. Ability to interpret and apply verbal and written instructions.
 5. Ability to complete routine records.
 6. Ability to learn and apply Clark County School District (CCSD) rules, regulations, and procedures.
 7. Ability to prioritize and perform tasks.
 8. Ability to participate in training during employment.
 9. Ability to maintain confidentiality.
 10. Ability to work flexible hours/shifts.
 11. Ability to work cooperatively with employees, students, and the public.
 12. Ability to recognize and report hazards and apply safe work methods.
 13. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent, (GED, foreign equivalency, etc.).
2. Two (2) years of experience in a licensed day care or licensed home facility working with infants and/or toddlers; or 12 college credit hours in child development, child psychology, child care, or a Child Development Associate (CDA) Certificate or early childhood education degree.

Licenses and Certifications

1. A valid driver's license or state-issued identification card.
2. Current Southern Nevada Child Care Health Card. Card must be maintained for the duration of the assignment.
3. Current Cardiopulmonary Resuscitation/Automated External Defibrillator (CPR/AED) certificate from the American Heart Association, American Red Cross, or other similar organization. Certification must be maintained for the duration of the assignment. Certification training must be in-person and include a hands-on component. Online courses will not be accepted. A copy of the front and back of the CPR/AED certificate must be uploaded into the application.
4. Current First Aid certificate from the American Heart Association, American Red Cross, or other similar organization. Certifications must be maintained for the duration of the assignment. Certification training must be in-person and include a hands-on component. Online courses will not be accepted. A copy of the front and back of the First Aid and CPR/AED certificates must be uploaded into the application.

Preferred Qualifications

None Specified.

Document(s) Required at Time of Application

1. Copy of a valid driver's license or state-issued identification card.
 2. High school transcript or other equivalent, (GED, foreign equivalency, etc.).
 3. College transcript(s) from an accredited college or university, if applicable.
 4. Current Southern Nevada Child Care Health Card.
 5. Current CPR/AED certificate as identified above. A copy of the front and back of the CPR/AED certificate must be uploaded into the application.
 6. Current First Aid certificate as indicated above. A copy of the front and back of the First Aid certificate must be uploaded into the application.
 7. Child Development Associate (CDA) Certificate if applicable.
 8. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

CCSD schools (health offices, playgrounds, cafeterias, classrooms, locker rooms), etc.

Work Environment

Strength

Sedentary/heavy - exert force of 10-100 lbs., occasionally/frequently/constantly.

Physical Demand

Standing, sitting, walking, pushing, pulling, climbing, balancing, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and to maintain concentration for an extended period of time. Vision: Frequent near acuity and depth perception; occasional far acuity. Vision to read printed and online materials, Video Display Terminal (VDT) screens, or other monitoring devices.

Environmental Conditions

Climate-controlled office settings with temperatures ranging from mild to moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to very loud for occasional to frequent time periods.

Hazards

Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

Examples of Equipment/Supplies Used to Perform Tasks

None specified.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative

solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 06/20/24
- Created: 07/01/88