



366 E Brundage Street, PO Box 6351  
Sheridan, WY 82801  
307-673-0403 Phone  
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## **JOB DESCRIPTION**

### **Student Aide I**

**Objectives of the position:** The student aide supports the ongoing work of the teacher and teacher aides by assisting with routine tasks such as room set-up, cleaning, meals, transitions, and supervision of napping children; responsible for providing a safe and developmentally appropriate infant/childcare/preschool program in accordance with First Light's mission, values, policies and procedures.

**Reports to:** Teacher

**Qualifications:** Must be 16 years of age; Enrolled in high school courses; Agree with and be willing to uphold the mission, core values, ethical standards, policies and procedures of the center.

### **JOB DUTIES:**

1. Provide a safe and secure environment for children to feel comfortable.
2. Keep parents informed of program expectations, program activities and their child's progress.
3. Assist with and maintain current, accurate and confidential children files
4. Assist with daily activity plans.
5. Participate with children in activities to meet the physical, emotional, intellectual, spiritual, and social needs of the children in the program.
6. Provide cuddling and talk to facilitate relationship building.
7. Provide adequate equipment and activities.
8. Ensure equipment and the facility are clean, well maintained and safe at all times.
9. Participate with children in weekly schedule of activities.
10. Participate with children in culturally appropriate programs and activities.
11. Participate with children in activities that introduce math and literacy concepts.
12. Be familiar with emergency procedures.
13. Provide various experiences and activities for children including songs, games and storytelling.
14. Provide opportunities for sleep and rest time.
15. Provide opportunities to build children's self worth.
16. Establish routines and provide positive guidance.

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[info@firstlightsheridan.com](mailto:info@firstlightsheridan.com)**

17. Develop positive redirection/discipline techniques when required.
18. Clearly and effectively communicate in a manner that children understand.
19. Perform other related duties as requested.
20. Report all concerns or critical incidents immediately to supervisor.

### **KNOWLEDGE, SKILLS AND ABILITIES**

(The knowledge, skills and attitudes required for satisfactory job performance)

1. The Student Aide must have proficient knowledge in child development theories and practices
2. The Student Aide must demonstrate the following skills:
  - a. team building skills
  - b. analytical and problem solving skills
  - c. decision making skills
  - d. effective verbal and listening communications skills
  - e. stress management skills
  - f. time management skills
  - g. leadership skills
3. The Student Aide must maintain strict confidentiality in performing the duties and demonstrate the following attributes:
  - a. be respectful
  - b. possesses cultural awareness and sensitivity
  - c. be flexible
  - d. demonstrate sound work ethics
  - e. consistent and fair
  - f. be compassionate and understanding
  - g. be able to build esteem while ensuring a safe and secure environment

Caring for children can be physically demanding. The Student Aide may be lifting and carrying children and equipment, and may spend time sitting on the floor or child sized furniture. The Student Aide will be expected to clean and maintain equipment and facility, and may move throughout the community with children. The Student Aide may come in contact with children who are ill and/or contagious, and must take precautions to ensure the health and safety of all children, parents, staff and themselves.

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

The intent of this job description is to provide a representative summary of the types of duties and responsibilities that will be required of the positions given this title and shall not be construed as a declaration of the specific duties and

responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. Fair Labor Standards Act (exempt/non-exempt) is designated by position. First Light Children's Center actively supports Americans with Disabilities Act and will consider reasonable accommodations.

I certify that I have read and understand the responsibilities assigned to this position.

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Printed Name

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Date

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Employee Signature

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Date