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# Example of Child Care Aide Job Description

Our company is growing rapidly and is hiring for a child care aide. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for child care aide

* Implement age appropriate activities
* Ensure that all licensing requirements are maintained
* Provide a pleasant, safe, and clean environment suitable for children and staff
* Accountable to Day Care Manager
* Work with the children and provide a pleasant experience
* Communicate any problems that may arise to the Manager prior to speaking with parents
* Clerical duties at the reservation desk as needed
* Supervise assistants, trainees, volunteers and temporary staff personnel
* Supervised by Head Teacher or Manager
* Eat lunch with the children

## Qualifications for child care aide

* Acceptance of a child’s individual differences and preferences
* Ability to comprehend and maintain professional boundaries at all times with the children, their families, friends and representatives
* Be bilingual or multilingual if serving limited English speaking children
* Demonstrate a basic understanding of family systems and child development
* Demonstrate a basic understanding of a team or multi-disciplinary approach
* If transporting children, be 21 or older and have a reliable means of transportation and valid driver’s license, a good driving record with no history or DWI violations or moving violations) and automobile liability insurance that meets the statutory required minimum amounts of coverage