

# FLAGSTAFF UNIFIED SCHOOL DISTRICT NO. 1

## Position Description

**Position Title:** Toddler Teacher Instructional Aide K3  
**Department/Section:** SHS/Little Ropers Child Care Center  
**Supervisor:** Ruth Thomas

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### SUMMARY OF FUNCTION:

Providing the supervision of and interaction with children, ages 1-3 years, in the day care program. This position will require diapering and meeting basic needs of the children as they participate in basic curriculum, recreational/sports activities, arts and crafts, environmental projects and various off-campus trips. Assist in the planning and coordination of daily activities.

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### TYPICAL TASKS:

**\*Depending upon assignment in building, an aide can perform all or part of tasks listed. The level of involvement is dependent on classroom teacher.**

1. Maintain clean, organized and enriching classroom for the children.
  2. Write and implement lesson plans for their assigned class.
  3. Coordinate thematic plans with high school students lesson plans.
  4. Assist the Director in the formulation of schedules.
  5. Maintain and follow the daily schedule of activities.
  6. Maintain attendance, diaper logs and project records.
  7. Supervise and interact with children during play and enrichment activities.
  8. Exhibit an attitude of positive reinforcement.
  9. Be a positive role model and build positive relationships with students, staff and parents.
  10. Maintain standard of acceptable behavior using non-punitive behavior that supports students self esteem.
  11. Provide input and assist with coordination of program planning with site staff.
  12. Be responsible for assigned activities.
  13. Assist in scheduling daily and weekly recreational activities.
  14. Prepare and distribute snacks.
  15. Provide assistance when requested by other staff.
  16. Preserve the quality and condition of all supplies, equipment and materials used by the Program.
  17. Ensure that safety measures are followed at all times.
  18. Follow all Department of Health Services and Department of Economic Security regulations and FUSD policy and guidelines.
  19. Arrive at work site on time and prepared to start work upon arrival.
  20. Perform other duties as assigned.
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### QUALIFICATIONS

*Specific training or job experience required before appointment*

Applicant must be 18 years of age; high school diploma or equivalent certification and 6 months child care experience. It is preferred that the applicant be first aid/CPR certified.