

**EASTERN UPPER PENINSULA INTERMEDIATE SCHOOL DISTRICT
JOB DESCRIPTION**

HIGH SCHOOL STUDENT INTERN – CHILD CARE AIDE

Reports to: Site Supervisor and Lead Instructor

Period of Employment: Summer Care (up to 40 hours per week); School Year (before and after school - up to 17 hours per week during school year)

Purpose of Position: The Child Care Aide, under the direction of the Site Supervisor, assists the lead teachers in all aspects of the classroom operations to support the learning and development of young children.

Minimum Qualifications:

- High school student in good academic standing
- Must be 16 years of age or older
- Ability to lift/carry instructional materials up to 50 pounds
- Experience in working with young children preferred
- Will be required to undergo and successfully pass a background check
- Will be required to complete Child Care Licensing Health & Safety Modules

Job Duties and Responsibilities:

- Assists in all phases of classroom operations including but not limited to setting up and preparing classroom activities, working with groups of children
- Assists in the implementation of quality early childhood education experiences as directed by the lead teacher
- Assists children either individually or in small or large groups to help them master skills and reinforce learning concepts
- Assist the teacher and other staff in providing for child needs, which may include, but are not limited to: toileting and/or diapering, proper lifting and/or transferring (up to 50 pounds), feeding, medically related needs and personal hygiene needs of children
- Maintains and sanitizes work areas by performing light janitorial work which includes sweeping, mopping, dusting, and cleaning of bathroom, cleaning of tables, toys, equipment, etc.
- Other related duties as assigned

Wages and Fringes:

High School Student Employee Rates - \$11 per hour, no benefits