Glen Ridge Public Schools Childcare Program

Title: Childcare Program Aide

Location: Glen Ridge, NJ

Job Type: Part-time

Compensation Type: Hourly Wage: $11.71/hour

Start Date: 8/25/2016 End Date: 6/21/2017

Job Description:

Provide a warm, safe, stimulating and nurturing environment for children in before and after care. Assist the Site Coordinator in planning and implementing structured daily activities and projects for children. Supervise children and enforce program rules, regulations and board policy. Before Care: 7:00am-8:30am Monday through Friday. After Care: 2:45pm-6:00pm Monday through Friday and additional Vacation Day Care hours. Maintain open communication with all other school personnel.

Primary Responsibilities:

- Assist Site Coordinator with the supervision of children
- Communicate with Site Coordinator and parents on children’s progress and behavior in the program
- Utilize creativity to engage children and keep their interest through games, conversations, projects and crafts
- Provide homework help and supervise indoor and outdoor play time to ensure student safety
- Keep area clean and organized
- Implement snack time for children

Qualifications:

- Some experience working with children necessary.
- Minimum High School Diploma.
- Preferably substitute certification, CPR and Basic First Aide Certification.

Application Instructions: Please email resume to rchaney@glenridge.org.