



Position Description	
Position Title: Child Development Aide	Date: 09/26/2013
Salary Grade: TBD	Division/Department: So. Cal./Anaheim Corps
Employment Classification: Hourly, Part Time	Reporting Status: Child Development Site Supervisor

General Statement
The Salvation Army, an international movement, is an evangelical part of the universal Christian church. Its message is based on the Bible. Its ministry is motivated by the love of God. Its mission is to preach the gospel of Jesus Christ and to meet human needs in His name without discrimination.

Position Summary
The CDC aide is responsible for assisting in the planning, monitoring and implementing age appropriate activities which help children develop emotionally, physically, socially and cognitively. The aide encourages active learning through creative curriculum, loving interactions and exploration in a safe and predictable environment assisting in the supervision and coordination of a Licensed, State Preschool, General Child Care, and/or school age/youth program.

Essential Functions
<b>Responsibilities</b> Vocational engagement as an employee of The Salvation Army is a position of sacred trust – representing, nurturing, protecting and advancing the mission and purpose of The Salvation Army; and serving the needs of people in our community with dignity and respect. Conduct on and off the job must sustain a positive impact on The Salvation Army's religious goals, programs and public image. As such, all employees are expected to fulfill the following responsibilities within the scope of duties they perform: <ol style="list-style-type: none"><li>1. To know, explain and exemplify the mission, purpose and values of The Salvation Army in Orange County.</li><li>2. To understand all dimensions of Salvation Army mission and purpose toward the outcome of awareness, cohesiveness and effective guest services.</li><li>3. To create a safe, engaging environment for Salvation Army associates, guests, members, volunteers, partners and vendors.</li><li>4. To provide active support of, and participation in all Salvation Army campaigns and initiatives.</li><li>5. To develop appropriate relationships and maintain appropriate relationship boundaries with other Salvation Army associates, guests, members, volunteers, partners and vendors.</li><li>6. To communicate in an appropriate, professional, responsive and supportive manner.<ul style="list-style-type: none"><li>• Effective interpersonal and electronic communication is essential for mission and purpose.</li><li>• Interpersonal communication for day-to-day operational needs is preferred.</li><li>• Direct, thoughtful communication for the resolution of questions or conflicts is expected.</li><li>• Electronic communication – email, texts, etc. – is official communication; and supports and confirms interpersonal communication.</li><li>• Deference to and public support of group decisions and each other's scope of expertise, position and responsibilities must be maintained.</li></ul></li><li>7. To maintain appropriate confidentiality. Some agreements, ideas, processes, or other forms of sensitive information are revealed to certain individuals who are in positions of responsibility or are in possession of qualities or skills that make it necessary for them to know such confidential matters. Such information must be maintained in confidence.</li></ol>

8. To complete annual, advanced training to include, but not limited to: Protecting the Mission, Sexual Harassment, and others as determined.
9. To positively guide and guard all Salvation Army resources – people, program, property and finances - toward the fulfillment of mission and purpose, and within the guidelines established by law, policy and procedure.

**Specific Duties:**

1. **Works cooperatively with Teacher to ensure the effective and full compliance** of day to day operations of a center as in accordance to The Salvation Army policies, Protect the Mission Safety, and Community Care Licensing (CCL)-Title 22-Program, Health and Safety.
2. **Share in development and implementation of learning environment which supports the needs of the children enrolled.** Assist with develop/update curriculum and lesson plans with age appropriate activities, maintain indoor and door environment.
3. **Engage in appropriate** adult/child interactions and provide consultation to teaching staff as needed.
4. **Support** the ethical, cultural, confidentiality of each child and family and *support diversity and difference* with anti-bias curriculum.
5. **With assistance**, as needed from teacher, approach challenging behavioral concerns in fair, firm and caring manner.
6. **Support the maintenance of children's files** as specified by Teacher and/or Director, observe and document children's development as required, submit paperwork in timely manner.
7. **Support** on-going communication with parent/families and promote the parent involvement
8. **Attend meetings and trainings as required** and follow-up with site trainings for staff. Promote professional development of staff and self.
9. **Participate in** educational and professional development.
10. **Promote climate which supports and builds positive and collaborative atmosphere** among educational staff, children and parents.
11. **Follow** professional code of ethics.
12. **Report** child abuse matters immediately.

**Working Conditions**

Ability to walk, stand, bend, squat, climb, kneel and twist on an intermittent or sometimes continuous basis. Ability to grasp, push, pull objects such as files, file cabinet drawers, and reach overhead. Ability to operate computer, fax and telephone. Ability to lift up to 25 lbs.

**Acknowledgement of The Salvation Army's Religious Purposes**

The employee acknowledges that he/she has been informed and understands The Salvation Army's religious purpose and status as a church. The employee agrees that he/she shall do nothing in his/her relationship with The Salvation Army as an employee to undermine its religious mission. The employee agrees and understands that his/her work-related conduct must not conflict with, interfere with, or undermine such religious programs or the Army's religious purposes.

Minimum Qualifications	Skills, Knowledge & Abilities
<b>Title 22</b> <ul style="list-style-type: none"> <li>• 6 core semester units</li> <li>• 1 years teacher experience</li> <li>• Certified in Child and Infant CPR and first aid within first 30 days of employment</li> <li>• Child Development Assistant Teacher from CTC</li> <li>• Valid California driver's license, auto insurance and personal transportation</li> <li>• Attention to detail, quality and professionalism</li> <li>• In good physical and mental health, capable of meeting the demands of the classroom.</li> </ul>	<ul style="list-style-type: none"> <li>• Driving Test and clean MVR check (if applicable).</li> <li>• A criminal background check is required with certification for Protect the Mission policies and procedures.</li> <li>• Must have ability to work with, direct, and relate well with co-workers, community members, and guests/clients.</li> <li>• Able to function in a fast-paced, frequently changing environment.</li> <li>• Ability to work flexible hours including some weekends and evenings.</li> <li>• Interpersonal skills</li> <li>• General knowledge of software applications: Word, Excel, Microsoft Office.</li> <li>• Ability to write and speak effectively.</li> <li>• Sensitive/ mature, able to relate well to children/adults.</li> </ul>

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Employee Signature

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Employee Name (Print)

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Corps Officer Signature

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Date

This position description has been assigned to indicate the general nature and level of work performed by employees in this classification. It is not designated to contain or be interpreted as a comprehensive inventory of all responsibilities and qualifications required of employees assigned to this position.