

**JOB DESCRIPTION**  
**Nogales Unified School District #1**

**AIDE CAREGIVER**

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**Purpose Statement:**

The job of AIDE CAREGIVER is done for the purpose/s of assisting in the supervision and instruction of infants and students; performing classroom clerical tasks; assisting children in meeting health care needs and developing children's daily living skills.

This job reports to PRINCIPAL AND STUDENT SERVICES DIRECTOR

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**Essential Functions**

- Administers, under supervision, first aid and assistance to medically fragile children (e.g. tube feeding, toileting, diapering, etc.) for the purpose of providing appropriate care and/or developing children's daily living activities and behavioral skills.
- Assists infants and students as requested by program goals (e.g. feeding, changing diapers, etc.) for the purpose of providing appropriate care to children and maintaining a quiet infant sleep area.
- Cleans work areas (e.g. changing tables, cribs, sinks, linens, etc.) for the purpose of maintaining a sanitary environment.
- Maintains child care facilities for the purpose of ensuring a sanitary and safe environment for infants and toddlers.
- Serves breakfast, lunch and/or snacks for the purpose of meeting children's nutritional needs.

**Other Functions**

- Administers first aid to children as may be required under direct supervision of certified staff member for the purpose of meeting immediate health care needs.
- Implements behavioral plans under direct supervision of certified staff members for the purpose of meeting child's social and daily living skills.
- Organizes indoor/outdoor, quiet/active play activities appropriate to age group for the purpose of actively participating with children on scheduled hours and days.
- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.
- Receives and delivers children directly from/to parents or designee for the purpose of ensuring safety of children and meeting district requirements.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform single, non-technical tasks using existing skills. Specific skills required to satisfactorily perform the functions of the job include: promoting child centered environment.

KNOWLEDGE is required to perform basic math; read and follow instructions; and understand written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: age appropriate activities, bilingual (english/spanish) helpful

ABILITY is required to schedule activities; collate data; and consider a number of factors when using equipment. Flexibility is required to work with others; work with data utilizing specific, defined processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals; work with specific, job-related data; and utilize a variety of job-related equipment. In working with others, Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities creating and maintaining climate of respect, maintaining confidentiality, working as part of a team.

**Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to effect the Organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 0% sitting, 25% walking, and 75% standing. The job is performed under a generally hazard free environment.

**Experience** Job related experience is desired.

**Education** High School diploma or equivalent.

**Required Testing**

None specified

**Certificates & Licenses**

CPR/First Aid Certificate

**Continuing Educ. / Training**

None Specified

**Clearances**

Criminal Justice Fingerprint/Background Clearance,  
Clean Motor Vehicle Record

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**FLSA Status**

Non Exempt

**Approval Date**

**Salary Grade**

Classified 2

Job description available upon request