

EMPLOYEE JOB DESCRIPTION

1. To make sure the children are always in a safe and nurturing environment.
2. To participate and assist with the activities of the children.
3. Monitor individual and/or small groups of children.
4. Assure children's understanding of program rules and procedures.
5. Maintain appropriate order and conduct of the children.
6. Clean up the cafeteria, gym and any other space used by Eaton Academy.
7. Help children with homework.

EMPLOYEE REQUIREMENTS

1. Meet all the State of Colorado requirements for your position.
2. Maintain current first aid and CPR certification every 2 years.
3. Maintain yearly state required trainings: injury prevention, standard precautions, mandated reporter, and any other trainings required for your position.
4. Take 15 hours of professional trainings yearly which include the trainings above.
5. Fill out the health statement.
6. Complaints and/or child abuse suspicion need to be reported to Helene immediately.
7. **Kids are never to be left alone without supervision. Always have them in your sight.**