

# SAMPLE JOB DESCRIPTION

**Employer: XYZ Day Care and Preschool**

1. Job Title: Nursery Aide
2. Education and Experience Required: High school diploma or GED required, with at least six months prior experience working with children under five years of age. Prefer completion of six hours of early childhood education or child development coursework. Must have understanding of child development, good interpersonal skills to interact with children and parents, and ability to handle crisis situations.
3. Work hours: 8-hour shifts varying between 6:00 AM and 6:00 PM, Monday-Friday.
4. General Description of Job: Responsible for assisting the Child Development Teacher in preparing teaching materials, setting up learning experiences, and providing a clean, safe, and healthy environment for the children.  
Specific job duties include:
  - Instructs and assists children with personal needs including eating, resting, toileting, and dressing while complying with established policies for handling blood and other bodily fluids, chemical disinfectants, and other hazardous substances.
  - Assists in setting up and cleaning up lessons and activities.
  - Assists with supervising children in indoor and outdoor play.
  - Teaches rules of conduct and assists teacher in maintaining a safe and suitable learning environment.
  - Reads to children and teaches simple songs, games, and arts and crafts.
  - Assists with preparing and serving food to children.
  - Routinely inspects nursery equipment and toys.
  - Launders sheets, toys, blankets, etc., as necessary.
  - Makes sure nursery rooms are well stocked with supplies, such as snacks, drinks, diapers, and wipes.
5. Types of Machines, Tools, Office Equipment, and Other Special Equipment Used in Job: Television, VCR, photocopier, computer, printer, and latex gloves.
6. Vehicles or Moving Equipment Driven as Part of Job: N/A
7. Amount of Each Day Spent: **Standing** 50 % **Walking** 30 % **Sitting** 20 % **Total** 100%
8. Employee Works: **Inside** 90 % **Outside** 10 %

9. Physical Activity Required To Perform Job: This information should be provided to physician performing fit-for-duty and/or pre-employment physical.

Please Rate: F= Frequently O= Occasionally S= Seldom

While performing job, employee required to:	How Often
Twisting	O
Stoop/Bend	F
Squat	S
Kneel	S
Crawl	S
Climb Ladders	S
Climb Stairs	O
Walk on uneven ground	F

Physical Activity Required	Total Hours Performed Daily					
	Never	Less than 1	1-2	3-4	5-6	7-8
Lifting under 10 pounds			X			
Lifting 10-25 pounds			X			
Lifting 25-50 pounds		X				
Lifting over 50 pounds	X					
Carrying under 10 pounds			X			
Carrying 10-25 pounds		X				
Carrying 25-50 pounds		X				
Carrying over 50 pounds	X					
Pushing/Pulling under 10 pounds		X				
Pushing/Pulling 10-25 pounds	X					
Pushing/Pulling 25-50 pounds	X					
Pushing/Pulling over 50 pounds	X					
Reaching above shoulder height			X			
Reaching at shoulder height			X			
Reaching below shoulder height			X			
Talking						X
Hearing						X
Vision						X

10. Working Environment: Classrooms are air-conditioned with tile and carpeted floors. Playground has wood chip and grassy surfaces. Exposure to bodily fluids and chemical disinfectants on regular basis.

11. Possible Job Modifications:

- Assign aide to a classroom of older children who do not require as much toileting/dressing assistance to reduce lifting.
- Aide can alternate sitting and standing as needed.
- Aide may use a low stool to limit bending and avoid sitting on the floor, kneeling, and crouching.

I acknowledge I have reviewed the content of this job description and understand that if I have any physical limitations or require any accommodations in order to perform my job, I must immediately inform administration.

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Employee Signature

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Date

SAMPLE