Georgia State University

Job Specification

Job Title: Child Development Aide I

BCAT Code: 093X08
Pay Grade: G05
FLSA Status: Non-Exempt
Effective Date: April 1, 2007
Revision Date: July 1, 2013

General Description
Performs entry-level childcare duties under the supervision of a Child Development Specialist (Lead Teacher).

Examples of Duties
- Assists in providing physical care for infants, such as feeding and diapering.
- Assists in providing physical care for toddlers, such as toilet training, teaching them to dress themselves, wash their hands and feed themselves.
- Assists in providing physical care for preschool children, such as supervising dressing, hand washing, toileting, and dental hygiene.
- Assists in coordinating developmentally appropriate activities for the children.
- Performs housekeeping tasks as required, such as sweeping floors, cleaning tables and chairs, changing bed linens, washing toys, and laundry.
- Ensures the physical safety of all children in the classroom and play area.
- Escorts children to designated activities.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of accreditation and licensing regulations.
- Ability to lift small children (0 - 35 lbs.).
- Ability to communicate orally and effectively with preschool children.

Minimum GSU Hiring Standards
High school diploma or GED and six months experience working in a childcare setting or successful completion of a childcare training program. Criminal background check required.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.