



Job Posting Form

ATTACH A COPY OF THE JOB DESCRIPTION

RETURN COMPLETED FORM TO THE HUMAN RESOURCES DEPARTMENT

Title: 1:1 Aide Anticipated Starting Date: ASAP

Location: WTN - Granite Springs

Contact Person: Natalie Lattarulo

Salary Range: \$17 an hour

Regular: ☐	Temporary: ☐	Hours: <u>5 hours a day</u> <u>1:1 aide for a child</u>
Full-Time (28+): ☐	Part-Time: ☐	IEP mandated
New Position: ☐	Replacement: ☐	

Fiscal Lead Accountant: Mai Ha Approved: ☐ Denied: ☐

Funding Source Allocations: 2142

Signatures

Program Director: Natalie Lattarulo Date: 11/6/25

Fiscal Director: _____ Date: _____

Human Resources Director: _____ Date: _____

Chief Executive Officer: _____ Date: _____

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Revised 3/9/2023

Job Description
1:1 Aide

Immediate Supervisor: Teacher

Job Description

Through participation in supervised classroom experience, individual feedback, staff meetings, workshops, and training, learn the skills necessary to perform responsibilities in the classroom and center.

Responsibilities

- During circle time, provide physical support as needed and reward appropriate behavior with verbal praise or smile.
- During snack time, provide physical support as needed and reward appropriate behavior with verbal praise.
- At free play, shadow child from area to area. Reward appropriate behavior with verbal praise.
- During language sessions, support the child while waiting for his turn. Reward appropriate behavior with verbal praise.
- During gross motor activities, guide child through designated activities.
- At dismissal, take the child's hand and help the child walk at an appropriate pace to and from the bus and/or dismissal area.
- Before transitions, 1:1 aide will hold the child's hand to support the child through transition.
- Change the child's diaper when necessary.
- Assist students with personal and/or health and safety needs as directed by appropriate staff members.
- Communicate with teachers and other appropriate staff members about any significant events that affect student learning.
- Be Flexible in responsibilities as the learning environment changes.
- Consider the child's cultural background, preferred language, interests, current level of performance and IEP goals and objectives when implementing services.
- Maintain confidentiality of student, parents, program, and all materials handled in the performance of duties and responsibilities.
- Perform other responsibilities as designated by the Center Director or Teacher.

Key Working Relationships

Internal: Head Teacher, Teaching Team, Center Director, Education Center Staff, parents and children

External: none

Minimum Requirements

- High School Diploma/GED
- Early Childhood Experience
- Must be able to lift at least 50 pounds

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

September 2023