

**Job Description**  
**St. Timothy Catholic Church**  
**1730 W. Guadalupe Road**  
**Mesa, Arizona 85202**

**Title:** Daycare Aide (Grade 3)  
**Position Reports To:** Director of the Children's Center  
**Department:** Children's Center  
**Hours:** Full Time Flexible (40 hrs. per week) and/or Part Time (20 hrs. per week)

**Summary:**

The Daycare Aide will work with Director of the Children's Center and Lead Daycare Worker to ensure all children are cared for in a manner that reflects the New Evangelization as well as meets all Diocesan and state rules and regulations. In addition, the aide will participate in planning and supervising daily and long-range activities, give children undivided attention, participate in education of infants and toddlers and complete parent communication documentation as needed.

**Responsibilities and Duties:**

- Work under the direction and supervision of the Lead Teacher
- Monitor and supervise children
- Instruct appropriate age groups with the teachings/prayers of the Catholic Church
- Ensure and assist in maintaining a safe, clean, and healthy environment
- Adhere to all state requirements regarding care, environment, documentation, etc.
- Adhere to assigned work schedule or obtain replacement as needed
- Immediately inform Lead and Director of any schedule changes (i.e., name of replacement)
- Assist with maintaining proper supplies in assigned room
- Maintain and foster positive and constructive interaction with children and parents
- Resolve concerns addressed by parents and/or refer to Director of the Children's Center for assistance
- Demonstrate leadership role at the Children's Center
- Attend and participate in regular department meetings
- Maintain a welcoming Christian environment in the Children's Center by treating all with dignity and respect
- Work cooperatively with St. Timothy Staff
- Adhere to the dress code which is determined by the Director of the Children's Center
- Complete 18 hours of training per year
- Participate in Diocesan & Parish annual Safe Environment Training
- Adhere to personnel practices of the Diocese of Phoenix and applicable parish policies and procedures
- Any task deemed necessary by the Director of the Children's Center, Pastor or his delegate
- Job performance will be reviewed within the first 3 months of employment, then on a yearly basis

**Skills and Qualifications:**

- Registered Catholic in good standing with the Church.
- Strong communication skills, patience and ability to remain calm under pressure
- Understand responsibilities of mandated reporting
- Current certification in child first aid and CPR
- Prior to hire, must provide documentation of current negative T.B. test result
- Must be able to lift 40 pounds, stand 95% of the day, assume postures in low levels that allow contact with children; bend, stoop, kneel, sit on the floor and have the agility to move from a seated position to a standing position promptly to respond to emergency situations.
- Meet or exceed state licensing regulations:
- 18 years of age or older plus following
  - Minimum of three months daycare experience with infants and/or toddlers
  - Prefer some coursework or certification in infant and toddler daycare