



PRESCHOOL or SCHOOL AGE AIDE

OVERVIEW OF RESPONSIBILITIES:

Program Standards:

- Assist teachers in planning and implementing a varied, creative, child-centered program based on Creative Curriculum® and MCCA operating procedures and standards.
- Use classroom observations along with child portfolios to communicate key development milestones to parents.
- Use a positive approach to behavior management, including encouraging and guiding the positive expression of children's feelings.

Performs other duties as assigned.

QUALIFICATIONS (Education & Experience):

- Must be at least 16 years old.
- Has or is working toward a degree in a related field (early childhood degree for a preschool aide and elementary education degree for a school age aide). Completion of the 90 hour preschool or school age course preferred.
- Previous experience working with children in a licensed child care center or preschool.
- Has, is seeking or agrees to seek a Maryland Child Care Credential Level 4 in first 12 months and maintain credential annually.

COMPETENCIES (Knowledge, Skills & Abilities):

- Commitment to delivering high quality child care programs.
- Ability to adapt to changing expectations due to industry and Association changes.
- Excellent judgment and decision making skills.
- Ability to establish and maintain professional relationships with program staff, families and children.
- Effective conflict resolution skills with children, families and team members.
- Excellent verbal and written English communication skills with the ability to demonstrate these skills in both face-to-face, telephone, and written formats.
- Proficient computer skills in Microsoft Office, Sharepoint and other applications used by the Association.
- Ability to maintain a high level of self-motivation and positive energy throughout the work day.

ABOUT MCCA:

Montgomery Child Care Association (MCCA) strives to provide the highest quality child care and play-based education for children in Montgomery County, Maryland; professional training for child care providers; and advocacy for affordable, quality child care for families of all income levels, and for better training, pay and benefits for child care professionals.

- MCCA is the oldest *non-profit* child care provider in Montgomery County, Maryland.
- MCCA cares for over 1,000 children, infants through school-agers, at 15 locations countywide, and employs approximately 200 professional staff.
- MCCA's nationally recognized Training Institute educates child care providers throughout the DC metro area.
- MCCA is a local leader in child care advocacy, working for quality child care for all families, and better work standards for child care professionals.
- MCCA is a private, non-profit 501(c) (3) charity, and a United Way (#8447) and Combined Federal Campaign (#13880) agency.
- MCCA is an AA/EEO employer M/F/D/V.

WHAT MCCA HAS TO OFFER:

At MCCA, we provide high quality early care and education for children and families of all cultural backgrounds and we value a diverse workforce. We encourage and support professional development and promote from within whenever possible. Our competitive salary and benefits package includes:

- Medical, dental and vision insurance
- Paid time off (annual, sick and holiday pay)
- Retirement plan
- Training and educational scholarships
- Child care discount
- And more...

To apply, email your resume with a letter of interest/cover letter to resumes@mccaedu.org or fax (301-984-7686).