

# CENTRAL SCHOOL DISTRICT

**Job Title:** Child Care Assistant

**Occupational Group:** Child Care

**Reports to:** Director of Child Care

**Pay Range:** 16

**Date of Board Approval:** 07/18/2021

**Work Year:** 10 months

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## **DEFINITION**

Under supervision, perform a variety of instructional activities; assist in creating, organizing and directing a childcare program and environment favorable to learning and personal growth for students of multiple age groups; and to perform other related duties as assigned.

## **QUALIFICATIONS**

### **Education/Certification:**

- High school diploma or equivalent, including or supplemented by coursework or training in child growth and development, recreation, or a closely related field.
- Must obtain within six (6) months of employment first aid certification including CPR training and keep both current.
- Department of Justice and FBI clearance.
- Current TB Test with screening every 4 years to remain up to date.

### **Experience:**

- Any combination of experience and/or training related to childcare that would provide the required knowledge and abilities.

### **Knowledge and Abilities:**

#### **Knowledge of:**

Basic concepts of early childhood education and development; interpersonal and group dynamics; student behavior management strategies and techniques for a variety of student needs; proper English usage, punctuation, spelling and grammar; basic mathematical concepts; children's games; craft activities; basic library skills; modern office practices, procedures and equipment; record keeping.

#### **Ability to:**

Provide for the health, safety, and psychological needs of children with a variety of needs; supervise learning activities; guide children's routine activities; establish and maintain communication and cooperative working relationships with those contacted in the course of the workday including staff, students and parents; maintain a safe and healthy environment; understand and carry out oral and written directions; exercise good judgment in dealing with sensitive interpersonal matters; provide positive customer service; and ability to problem solve, be flexible and adjust assignments on short notice.

**ESSENTIAL & REPRESENTATIVE DUTIES** – No one position will necessarily include all of these duties nor is any one position limited to any one or more of these duties:

1. Maintain a suitable learning program in accordance with district guidelines. **E**
2. Maintain an appropriate climate that promotes acceptable pupil behavior, attitudes and social skills. **E**
3. Communicate orally and in writing to parents, students and staff. **E**
4. Perform a variety of tasks essential to the operation of the program, including preparation of materials, maintenance of facilities, and clean-up activities. **E**

## **Child Care Assistant**

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5. Maintain a safe, clean and healthy learning environment. E
6. Assist students with homework and various school activities. E
7. Work cooperatively with school site and district staff. E
8. Administer first aid/CPR and medications as needed. E
9. Utilize positive strategies and progressive techniques in the management of student behavior. E
10. Supervise and monitor students both inside and outside of classroom. E
11. Accept enrollment packets and tuition payments. E
12. Basic understanding of how to use computers. E
13. Assist child in making a satisfactory transition from home or school to childcare. E
14. Maintain attendance records.
15. Promptly complete and remain compliant with mandated trainings.
16. Uphold conscientious, sound judgement when using social media.

### **WORKING CONDITIONS**

Indoor and outdoor environment; outdoor environment subject to extreme weather conditions; employee may be exposed to constant interruptions; communicable diseases, blood borne pathogens and anti-social/hostile behavior.

### **PHYSICAL ABILITIES**

Dexterity of hands and fingers to operate equipment; standing and walking extended periods of time; bending at waist, kneeling or crouching; seeing to read a variety of materials; hearing and speaking to exchange information; reaching overhead, above shoulders and horizontally; ability to lift up to 40 lbs.; physical, mental and emotional stamina to endure long hours under sometimes stressful conditions.

### **PROFESSIONAL EXPECTATIONS:**

1. Be responsible and adhere to appropriate technology use, upholding conscientious, sound judgement when using social media.
2. Wear appropriate and safe attire.
3. Maintain consistent, punctual and regular attendance.