

## Assistant, Child Care

**FLSA Status:** Non-Exempt

**Pay Grade:** 3

**Job Title ID:** 20103

**Job Series/Job Family:** Workforce Education & Business Development Series / Child Care Family

### Reports To

Manager, Child Care

### Job Purpose

To provide lab and/or classroom support services to children, students, and faculty. Performs the duties of Assistant Teacher at the Children#039;s Lab School.

### Description of Duties and Tasks

*Essential duties and responsibilities include the following. Other duties may be assigned.*

#### **Required**

1. Observes, enhances, and guides children's daily activities and interactions; provides daily basic care and teaches self-help skills.
2. Conducts indoor and outdoor safety checks, removes any hazardous objects or materials; sanitizes all surfaces, toys, and equipment.
3. Assists in overseeing and giving feedback to lab students, hourly work-study students and volunteers in the classroom.
4. Assists teacher in planning and implementing daily learning activities and projects; offers ideas for future learning experiences and makes adjustments to enhance learning.
5. Collects data on children's development growth.
6. Communicates with parents to share and exchange information relating to the child. Fills out daily activity charts, posts notes, or reminders, and answers parent's questions; participates in home visits.
7. Takes on the responsibilities of the teacher for the classroom in his/her absence.

### Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

#### **Required**

- Principles and practices of child development and early childhood education.
- Safety practices and procedures as they relate to a child care facility.
- Principles and practices of child care program activities.
- First aid and CPR.

### Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

#### **Required**

- Maintaining an established work schedule, which may include evening shifts.
- Effectively using interpersonal and communications skills.
- Effectively using organizational and planning skills.
- Providing early childhood care and education.
- Assessing safety of situations.

- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

### **Computer Skills**

#### ***Required***

- Demonstrated proficiency using standard office software applications.

### **Physical Requirements**

#### ***Required***

- Frequent lifting and moving of children or objects up to 25 pounds. Occasional lifting and moving of children up to 50 pounds.
- Subject to standing, walking, sitting in small chairs or on the floor, bending, reaching, kneeling, pushing and pulling, running, climbing, balancing, and stooping
- Work is routinely performed in both inside and outside work environments.

### **Work Experience**

#### ***Required***

- Two years work experience in child care.

### **Education**

#### ***Required***

- Associate's degree, or educational equivalent, in early childhood education, child development, elementary education, early childhood special education or a related field with a minimum of 30 college credits (semester hours) in child development and/or early childhood education

### **Licenses/Certifications**

#### ***Required***

- Infant/Child/Adult CPR and First Aid Certification prior to employment.

### **Other**

#### ***Required***

- Required to successfully complete state and FBI criminal background checks, completion of OSHA blood borne pathogen training, and health assessment and TB test prior to employment.

### **Safety**

#### ***Required***

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.