

## **Job Description**

**Reports to:** Childcare Director

**FLSA:** Regular Full-time position; non-exempt -Hourly

### **Work Hours:**

Monday-Friday. Must be flexible to work early morning and/or late evening hours based on the needs of the company.

### **Summary:**

This position requires a professional and friendly staff aid to assist the teachers with the classrooms in the daycare center. The ideal candidate should have experience working in a childcare environment and a high paced learning center.

### **Essential Duties and Responsibilities:**

- Knowledge with working in an educational/daycare setting.
- Assisting in classrooms.
- Greeting parents.
- Ensuring the children have good hygiene and changing diapers as necessary.
- Cleaning interactive areas throughout the day.
- Preparing meals and snacks for the kids.
- Organizing activities and developing curriculum for older children.
- Developing a schedule for the children to maintain throughout the day.
- Keeping records of each child's progress, interests and any problems that may. Occur.
- Maintaining contact with the children's parents and contacting them in the case of an emergency.

**Qualifications / Skills:**

- Infant/Toddler CPR.
- Behavioral analysis and cognitive recognition abilities for anticipating and addressing potential interactions or issues.
- Caring and compassionate attitude when interacting with and caring for children.
- Strong verbal communication and listening skills to converse with children, fellow professional caregivers and parents or guardians.
- Excellent patience and stamina for keeping up with the demands of children of all ages.
- Advanced multitasking and organizational skills to handle multiple children at a time.

**Education, Experience, and Licensing, and Other Position Requirements:**

- High School Diploma/College Transcripts (if completed).
- At least 16 years of age.
- Medication Administration.
- Basic Health & Safety.
- Including All Children & the ADA.
- Breastfeeding Support Training.
- Pass State/Federal background check.
- Negative results on pre-employment and random drug/alcohol tests.
- Must maintain valid driver's license with no more than 4 points, if applicable.
- Must maintain State and Agency required mandated training.
- Employee must be able to receive, understand, and communicate verbal and written instruction and communicate in the English language.

**COMPETENCIES:** To perform the job successfully, an individual should demonstrate the following competencies:

**Teamwork** - Exhibits objectivity and openness to other's views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests.

**Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Conserves organizational resources.

**Computer Skills** – To perform this job successfully, an individual should have strong knowledge of computer operating systems.

**Customer Service** – Maintains professional demeanor when dealing with difficult or emotional situations; Responds promptly to staff needs; Solicits feedback to improve service; Responds to requests for service and assistance.

**Mathematical Skills** – Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**Interpersonal Skills** - Keeps emotions under control; Remains open to others' ideas and tries new things. Shows respect and sensitivity for cultural differences; promotes a harassment-free environment.

**Oral and Written Communication** - Listens and gets clarification; Responds well to questions; Participates in meetings; Read and comprehend written and verbal instructions. Writes clearly and informatively.

**Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

**Quality** - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

**Safety and Security** - Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.

**Attendance/Punctuality** - Is consistently at work and on time; Arrives at meetings and appointments on time.

**Dependability** – Follows instructions, responds to management direction; Takes responsibility for own actions. Meets commitments, Follows policies and procedures.

## **WORKING CONDITIONS AND PHYSICAL DEMANDS:**

The environmental factors described here are representative of those that may be present in the workplace while the employee performs the essential functions of this job. While performing the duties of this job, the employee is required to:

- Stand; walk; use hands to finger, handle, grasp or feel *-frequently*
- Reach with hands and arms; push and pull up to **50** pounds.
- Talk, hear and smell *-frequently*
- Stoop, kneel, or crouch *-frequently*
- Sitting and/or standing. *-frequently*
- Lift and/or move up to **50** pounds. *-frequently*
- Utilize close vision, distance vision, color vision and ability to adjust focus. *-frequently*
- Employee will be exposed to odors, dust, fumes, and noise. *-frequently*
- Employee will be exposed to outside environmental conditions. *-frequently*
- Climb stairs. *-occasionally*
- Travel. *-occasionally*

Employees Name \_\_\_\_\_ Date\_\_\_\_\_

Employees Signature \_\_\_\_\_ Date\_\_\_\_\_