

JOB TITLE: CHILD CARE ATTENDANT I

BASIC FUNCTION

Under close direction, to assist other child care personnel in the supervision of children and the conduct of a variety of play, craft, and game activities; to perform child care support and follow-up activities; and to do other related work as required.

ESSENTIAL JOB FUNCTIONS

- Assists in the planning and conduct of childcare activities following a prescribed plan developed in cooperation with child care personnel
- Assists in evaluating and determining the skill and maturity levels of child care participants in determining the appropriateness of play, craft, and game activities
- Instructs groups of children in game and play activities
- Performs a variety of craft and special project activities
- Issues and collects equipment, craft supplies and game materials
- Aids in maintaining appropriate standards of behavior
- Assists in the set-up and arrangement of materials, supplies and equipment for game and craft activities
- Assists in the preparation and distribution of simple meals or snacks for participants
- Participates in the planning, organization and implementation of self-directed game activities.
- Performs a variety of cleaning and housekeeping functions in maintaining the facility in a clean, safe and sanitary condition
- Inspects and reviews game activity areas and equipment to ensure that the play and game activities are conducted in a safe and non-hazardous environment
- Maintains records concerning participation in the child care program when necessary
- Administers routine first aid and seeks assistance for serious illness or injury situations when necessary
- Assist in feeding, toileting and self-help skill development of the child care participants when necessary
- May interact with parents of participants
- May assist children with homework
- May be required to work a split shift in a divided workday

JOB REQUIREMENTS – QUALIFICATIONS

Skills, Knowledge and/or Abilities Required:

Skill to:

- Communicate satisfactorily in oral and written form
- Maintain simple records and prepare complete and concise reports
- Effectively follow up child care program plans
- Establish and maintain positive and effective working relationships
- Work cooperatively with adults and children

Knowledge of:

- Basic concepts of child behavior characteristics and child development

- Behavior management strategies and techniques
- Play, craft, and game activities
- Equipment, supplies and materials used in a child care program

Ability to:

- Demonstrate an empathetic, patient, and understanding attitude with various levels of child care participants
- Understand and carry out oral and written directions
- Work courteously and tactfully with co-workers, public and parents
- Promotes team building and a positive work environment
- Adapt easily to work assignments, additional priorities and new procedures
- Receive constructive criticism and modify work appropriately
- Prioritize and identify needs and solve problems independently as appropriate
- Suggest procedural improvements to superior as appropriate
- Skillfully handle difficult situations using good judgment
- Maintain high level of professionalism in keeping the needs of customers a top priority

PHYSICAL DEMANDS

- Persons performing service in this position classification will be expected to perform Medium work involves lifting no more than 50 pounds at a time with frequent lifting or carrying of objects weighing up to 25 pounds. If someone can do medium work, we determine that he or she can also do sedentary and light work. *(Per the Code of Federal Regulations – Section 404.1567 “Physical Exertion Requirements”)*

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION REQUIREMENT

Experience:

Six months experience in a child care setting

Education:

Equivalent to the completion of

LICENSE AND/OR CERTIFICATE REQUIREMENT

Possession of current American Red Cross First Aid and Community C.P.R. certificates