

## **JOB SPECIFICATIONS**

<b>JOB TITLE:</b>	<b>Assistant Caregiver</b>
<b>REPORTS TO:</b>	Caregiver
<b>SUPERVISES:</b>	None
<b>SALARY RANGE:</b>	\$21,008.00 - \$29,200.00 annually

**SUMMARY OF JOB:** The Assistant Caregiver is responsible for directing, planning, organizing and implementing education services for children.

### **SPECIFIC DUTIES AND RESPONSIBILITIES:**

- Assist Caregiver with guiding and facilitating children's activities including daily activities, field trips, selecting and arranging equipment and materials in the classroom
- Contribute to the comprehensive portfolio on each child including weekly observations, examples of the child's work, results of developmental assessments, etc.
- Ensure that the work area, classroom, and playground areas are clean and safe at all times.
- Assist with planning and preparing daily activities.
- Assist volunteers for participation in daily activities
- Provide parents opportunities to give input into the daily curriculum and document input on lesson plans.
- In concert with Caregiver, individualize activities to meet the needs of each child.
- Assist with scheduling and organizing time and materials for parent/teacher conferences.
- Integrate activities from all content areas into the classroom.
- Input into the database necessary reports and documentation.
- Analyze data to inform instruction regarding children's individual needs
- Participate in trainings and meetings, as requested
- Complete reports timely and accurately
- Participate in all staffings.
- Participate in professional development at the request and support of supervisor
- Work as part of an interdisciplinary team
- Assist in implementing behavior plans
- Accompany caregiver on home visits
- Utilize meal time to promote nutrition education including healthy eating
- Lead activities during the day as requested by the caregiver
- In the absence of Caregiver, take lead responsibility for class
- Perform other duties as requested

**Staff working at the training center will be responsible for mentoring and providing on-the-job training for new employees and other staff from the broader childcare community. Staff must be comfortable sharing their expertise and experience.**

**REQUIRED SKILLS AND ABILITIES:**

- Physical capability, strength and coordination adequate to work with preschool children.
- Moderate computer literacy, (Word processing, database and spreadsheets, Internet and e-mail use required).
- Ability to maintain records on a computerized child/family tracking system.
- Ability to manage children with special needs and behavior challenges
- Ability to visually assess the health and behaviors of children.
- Ability to make decisions to assure developmental progress of children.
- Demonstrated ability to supervise preschool children and ensure a safe learning environment including the ability to monitor and respond to events going on at all times in classroom, outdoor play areas and on field trips. This includes the physical ability to move quickly in order to respond to children who are very active and may need redirection or restraint in order to ensure their safety or the safety of others in the environment.
- Ability to respond appropriately (both mentally and physically) to an emergency or a crisis situation.
- Occasional driving for home visits, trainings, meetings and other workshops
- Occasional lifting in excess of 50 lbs., occasionally placing children into seats and ability to carry or drag a child in an emergency situation to a safe area.
- Daily kneeling, stooping, bending, and sitting on the floor to attend to children's needs.
- Occasional climbing steps to enter and exit bus.
- Good verbal and written communications skills.
- Must have or be willing to obtain Adult and Pediatric CPR and First Aid Certifications within 60 days from date of hire.

**EDUCATIONAL AND WORK REQUIREMENTS:**

High school diploma with demonstrated experience working with infants and toddlers. Willingness and the ability to obtain a Child Development Associates credentials (CDA) within 12 months of hire. Bilingual in English and preferably Spanish desirable, but not required. The primary language in the workplace is English.

Criminal background clearance and a physical examination and TB test are required as condition of initial employment and continued employment.