

JOB SPECIFICATIONS

JOB TITLE:	Caregiver
REPORTS TO:	Center Manager
SUPERVISES:	Assistant Caregiver
SALARY RANGE:	\$24,008.00 - \$39,400.00 annually

SUMMARY OF JOB: The Caregiver is responsible for directing, planning, organizing and implementing education services for infant and toddlers (children).

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Guide and facilitate children's activities including daily activities, field trips, selecting and arranging equipment and materials in the classroom
- Maintain a 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.
- Plan and prepare daily activities.
- Train volunteers for participation in daily activities
- Supervise the Assistant Teachers providing guidance on interacting with children, parents, volunteers and colleagues.
- Provide parents opportunities to give input into the daily curriculum and document input on lesson plans.
- Individualize activities to meet the needs of each child.
- Schedule and organize time and materials for parent/teacher conferences.
- Integrate activities from all content areas into the classroom.
- Create and 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
- Perform other duties as assigned

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.
- Valid Driver's License and access to a privately owned vehicle with liability insurance for use in completing work responsibilities as required.
- 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.

EDUCATION AND EXPERIENCE REQUIREMENTS:

Child Development Associate credential with infant/toddler endorsement. 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. Current driver's license, car, and liability insurance required.