

## NORTH SCOTT COMMUNITY SCHOOL DISTRICT

TITLE: Child Care Aide

## QUALIFICATIONS:

1. Eligible for employment under standards prescribed by the Iowa Department of Human Services.
2. High school diploma or GED.
3. Child care experience is preferred.
4. Such alternatives to the above qualifications as the Board may find appropriate.

REPORTS TO: Child Care Program Director & On-Site Director

JOB GOAL: Provide a safe, healthy, developmentally appropriate environment that meets the needs of all the children.

## PERFORMANCE RESPONSIBILITIES:

1. Prepares lessons that include teacher & child directed activities and gathers materials accordingly.
2. Receive & maintain certification in CPR, First Aid, Mandatory Reporters, Bloodborne Pathogens, and annual professional growth and development as directed by D.H.S.
3. Assists in classroom preparation and maintains current displays.
4. Assists in behavior management of children as directed by D.H.S.
5. Serves meals/snacks as directed by the D.H.S. and C.A.C.F.P. requirements.
6. Completes all required documentation for C.A.C.F.P. as assigned.
7. Communicates ideas, concerns and problems with immediate supervisor.
8. Communicates positive, as well as negative information to parents or caregivers.
9. Continues to update all standards prescribed by D.H.S.
10. Answers the phone and leaves messages in the communication notebook as needed.
11. Accepts payments from clients and records transactions.
12. Writes out accident/incident reports in a timely manner as needed.
13. Completes all assigned opening, closing, and cleaning duties daily.
14. Performs all other tasks as assigned by the Child Care Director or On-Site Director.

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TERMS OF EMPLOYMENT: Nine month or twelve month year - depending on the position. Salary established by the Board.

EVALUATION: Performance of this job will be evaluated per contract language.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed and agreed to by \_\_\_\_\_ Date: \_\_\_\_\_  
(Incumbent)

(This job description contains only measurable performance responsibilities).

4/7/03