

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Job Title:	Assistant Child Care Coordinator
Pay Table:	Support
Pay Grade:	5
FLSA Status:	Non-Exempt
Job Code:	891
Reports to:	Early Childhood Education Training (ECET) Center Coordinator (Alternative Title: Child Care Coordinator)

JOB SUMMARY

Under the general supervision of the Child Care Coordinator, the Assistant Child Care Coordinator assists in the Early Childhood Education Training (ECET) Center with the daily care and nurturing of infants and children and the training, mentoring, supervision and evaluation of high school students who participate in the childcare courses.

ESSENTIAL JOB FUNCTIONS

- Assists with care of children and infants (ages 6 weeks – 5 years old), assuring that daily needs are taken care of (meals, diaper changes, personal hygiene, etc.).
- Assists with the supervision and mentoring of ECE Pathway students, as well as high school childcare teacher assistants, on the daily care and nurturing of infants and children. Coaches ECE Pathway students on current ECE curriculum requirements.
- Helps provide an inviting educational environment in the classroom with age-appropriate toys, bulletin boards, and learning experiences while maintaining the requirements of state childcare licensing requirements.
- Responsible for providing age appropriate discipline when necessary.
- Coaches and collaborates with ECE high school students on the daily schedule in the Center, assuring the implementation of developmentally appropriate activities and play that provides experiences for cognitive, social, emotional, large and small motor development.
- Keeps environment clean, safe and sanitary for children; implements OSHA, health, and fire safety regulations.
- Performs general cleaning duties, including scrubbing/sanitizing walls, cupboards, tables, highchairs, placemats, toys, sleeping mats, changing station, cribs, lockers, cabinets, books, rocking chairs, etc. and cleaning laundry.
- Maintains appropriate health practices for children, including being aware of and watching for illness and cleaning up results of illness in a safe and effective way. Dispenses medications (as directed by legal guardian) and provides first aid under direction of coordinator.

- Assists with tracking and ordering supplies for the Center.
- Assists with the maintenance of filing system as per state regulations, including children's files, personal information, vital statistics, medical forms, immunization records, medical release forms, accident reports, etc.
- Implements and maintains parent communication channels related to the documentation of schedules (feedings, diaper changes, naps, medications, etc.)
- Performs duties of Child Care Coordinator when Coordinator is absent.

MINIMUM REQUIREMENTS

- High school graduation or equivalent education and/or experience. Associate's degree or bachelor's degree in Child Development or Early Childhood Education, or a Child Development Associate (CDA) credential is preferred.
- One (1) year of experience in childcare.
- Red Cross Child and Infant CPR and First Aid certifications must be current.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of child development stages.
- Knowledge of child safety, first aid, and personal hygiene concerns.
- Ability to operate small office equipment and computers.
- Ability to communicate effectively and to work effectively with high school students.
- Ability to remain flexible and calm and to display patience and understanding.

PHYSICAL DEMANDS

Medium work: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. The work also requires the following physical abilities in order to perform the essential job functions: balancing, climbing, crawling, crouching, feeling, fingering, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity and walking.

WORKING CONDITIONS

Employees in this position work in a safe, but dynamic environment that requires them to be sensitive to change and responsive to changing goals, priorities, and needs.

The Davis School District has the right to revise this position description at any time.