

ROSSVILLE CONSOLIDATED SCHOOL DISTRICT
JOB DESCRIPTION

Job Title: Classified - Childcare Employee

Reports To: Childcare Supervisor

Approved By: Board of Education

Approval Date: June 9, 2020

ESSENTIAL DUTIES INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:

1. To ensure the safety of the children at all times.
2. To help the children follow the posted rules at all times.
3. To fill out disciplinary reports when rules are broken.
4. Treat the children with the same courtesy and respect they are expected to give you.
5. To be fair and consistent with following the posted disciplinary guidelines.
6. To follow the rules for workers at all times.
7. To have daily positive interaction with the children.
8. To encourage children to engage in center activities.
9. Monitor progress during scheduled homework times.
10. Guide and assist children during scheduled indoor and outdoor activities.
11. To ensure that each child is signed in and signed out properly.
12. To relay information to and from parents in a timely manner.
13. To collect and turn in any money daily.
14. Complete the list of necessary tasks daily.
15. To work your regular posted shift. If you are unable to work, you are responsible for finding a substitute and informing the supervisor 24 before the shift.