ST. HELENS SCHOOL DISTRICT #502
POSITION DESCRIPTION
CHILD CARE - PROVIDER

Department: Childcare
Report to: Building Administration / Assigned Supervisor
Date: March 2010

SUMMARY: To work with infants, toddlers, their parents and high school student assistants in Cub's Corner Child Care Center. To provide a positive role model and knowledge in appropriate child development stages and activities.

***QUALIFICATIONS*:**

1. Must be age 18 or older with a high school diploma or GED.
2. Have a background and/or training in child care, knowledge of child development or early childhood education by meeting one of the qualification requirements listed below:
   a. Have a one-year state or nationally recognized credential related to infant and toddler care.
   b. Completion of 30 credits (quarter system) of training at a college or university or
   c. Completion of 15 (quarter system) credits of training at a college or university and at least 6 months of qualifying teaching experience in a certified child care center or comparable group care program.
   d. At least one year of qualifying teaching experience in a certified child care center or comparable group care center.
   e. Documentation of attaining at least level two in the Professional Development Registry.
3. Willingness to work under the direction of the high school administration and to work with the Family and Consumer Studies Child Development teacher, the Child Care director and the Teen Parent Coordinator.
4. Record keeping and housekeeping skills.
5. Willingness to learn new job related skills.
6. Have competence, sound judgment and self-control when working with children, students and adults.
7. Be mentally, physically and emotionally capable of performing assigned duties related to child care.
8. Maintain a First Aid, Infant CPR, Food Handler's card and be enrolled in the Criminal History Registry.
9. Must be willing to complete 2 hours of training in Child Abuse and Neglect issues.
10. Willingness to participate in at least 15 clock hours of training or education related to child care yearly as outlined in the state certification guidelines.
11. Must be willing to complete annual trainings required by the School District.
12. Ability to follow oral and written instructions.
13. Ability to locate materials for instruction.
14. Basic understanding of math and language skills

SUPERVISORY RESPONSIBILITIES:

1. Students working in the center.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Implement and supervise the center's program of activities while directing and teaching high school students how to do this.
2. Ensure appropriateness of program activities according to age, interests and developmental level of the children while directing and teaching high school students how to do this.

3. Be authorized, able and available to correct deficiencies that might be an immediate threat to children's health and safety.
4. Work with teen parents to improve their organization and child caring skills.
5. Demonstrate appropriate record keeping and documentation skills.
6. Responsible for a designated group of children.
7. Communicate effectively with parents.
8. Monitor child safety at all times.
9. Follow all procedures and guidelines set up by the center and the school district.

SALARY: As negotiated in the OSEA agreement.

EVALUATION: In accordance with negotiated OSEA agreement and district policy.

PHYSICAL DEMANDS & WORK ENVIRONMENT:

Physical requirements which may include:

1. In an eight hour day the employee may:
   a. Stand/sit/walk 1 – 8 hours
   b. Bend, kneel, squat, twist 1 – 4 hours
2. Employee may need to occasionally:
   a. Push and pull or both
   b. Lift up to a 50 pounds
   c. Listen to loud noises

OTHER: *The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.*

I _____ have read and understand the above
Print Name
requirements of this job description.

Employee Signature _____ **Date**_____