

Classified Personnel Job Description

POSITION TITLE: Child Care Worker

QUALIFICATIONS: *Shall* have a high school diploma or GED.
Shall be willing to obtain infant and child CPR/first aid training and CFC state child care training within set time guidelines.
Shall possess or be willing to attain a Child Developmental Associate (CDA) credential.

PHYSICAL REQUIREMENTS:

Shall have the ability to sit, lift, stoop, push, pull any and all body movements as related to the job description.

REPORTS TO: Child Care Director

GENERAL DUTIES: *Shall* illustrate initiative and enthusiasm.
Shall react positively to directives.
Shall carry out assignments in a timely manner without undue checking.
Shall adhere to time schedules as set forth.
Shall have a willingness to cooperate with the program staff.
Shall adhere to School Board of Education Policies and Procedures.

SPECIFIC DUTIES: *Shall* supervise and monitor the safety of children in your care.
Shall prepare meals and organize mealtimes and snacks for children.
Shall help children keep good hygiene.
Shall organize activities and implement a curriculum that allows children to learn about the world and explore interests.
Shall develop schedules and routines to ensure that children have enough physical activity, rest, and playtime.
Shall keep records of childrens' progress, routines, and interests.
Shall perform clerical duties as needed.
Shall perform other duties as assigned by the supervisor.

DAYS OF

EMPLOYMENT: 140 days(6 hours per day)
240 days (6 hours per day)
240 days (8 hours per day)

SALARY: Commensurate with the Ashland Independent Schools Classified Salary Schedule.

Updated: 3/15/18