

OZARK R-VI SCHOOLS  
JOB DESCRIPTION

**TITLE: EARLY CHILDHOOD DAYCARE WORKER**

**QUALIFICATIONS:**

1. High School Diploma or two years experience in child-care program
2. Completion or willing to complete Child Development Associate (CDA) certificate
3. Ability to communicate effectively with young child
4. Ability to understand and follow directions
5. Child abuse and criminal background checks are required
6. Medical exam required. TB test required yearly
7. Any equivalent combination of education and experiences

**REPORTS TO:** Director of Early Childhood

**JOB GOAL:** To provide quality, positive and safe childcare for infants, toddlers and preschool children

**PERFORMANCE RESPONSIBILITIES:**

1. Ensure children's safety and well-being
2. Treat each child with dignity and respect
3. Supervise young children in independent play (indoor and outdoor) and during rest time
4. Assist with meals and snacks. Feed or provide bottles as necessary
5. Assist with diapering and bathrooming
6. Assist with the ordered arrangement, appearance, décor and learning environment of the classroom
7. Assume equal share of the housekeeping responsibility of the staff
8. Participate in recommended training programs, conferences, courses and other aspects of professional growth
9. Perform other duties as assigned

**PHYSICAL DEMANDS:** Must be able to lift up to and including 50 pounds

**TERMS OF EMPLOYMENT:** At-will employee, compensation at an hourly rate paid monthly from a timecard

**TYPE OF POSITION:** Non-Exempt

**EVALUATION:** On-going evaluation by the Director of Early Childhood

**APPROVED BY SCHOOL BOARD:** February 21, 2019