

**Job Title:** Child Care Provider Non-exempt  
**Reports to:** Coordinator  
**Dept./School:** First Class Learning Center

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**Primary Purpose:**

Help meet physical and instructional needs of individual students. Assist with implementation of instructional objectives including self-help and behavior management. Work under general supervision of program coordinators.

**Qualifications:****Education/Certification:**

High school diploma or GED

**Special Knowledge/Skills:**

Ability to work with children in multi-age group

Ability to follow verbal and written instructions

Ability to communicate effectively

**Experience:**

Working with children

**Major Responsibilities and Duties:****Student management:****Other**

1. Help meet the individual needs of students.
2. Help students take care of physical needs and personal care including feeding, bathroom needs and personal hygiene.
3. Help manage the behavior of students.
4. Assume responsibility for learning and adapting to each student's special physical, communicative, and emotional needs.

5. Work with students to develop motor skills and conduct instructional exercises assigned by program coordinators.
6. Assist assigned students throughout school day, inside and outside classroom. This includes lunchroom, bus and playground duty.
7. Keep program coordinators informed a special needs or problems of students.

**Other:**

8. Maintain confidentiality.
9. Participate in professional development programs, faculty meetings, and special events as assigned.

**Supervisory Responsibilities:**

None.

**Working Conditions:**

**Mental Demands/Physical Demands/Environmental Factors:**

Maintain emotional control under stress. Frequent standing, stooping, bending, kneeling, pushing, and pulling; regular lifting of students; biological exposure to bacteria and communicable diseases.

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I have read the major responsibilities and duties for this position. I am able to perform all the above physical requirements of this position and understand that employment may be terminated if I am unable to perform under these aforementioned working conditions.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. I understand that I may be hired for a particular assignment; but could be pulled to assist in other areas of the learning center at any time.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

