

**CRAWFORDSVILLE COMMUNITY SCHOOL CORPORATION**  
**FORMAT FOR POSTING VACANT POSITIONS**

Title of Position/Location:

Childcare Assistant

Effective Date of Posting:

9/5/2025

Application Instructions:

Please submit a [CCSC Non-Certified Application](#), Resume, Letter of Interest, and other Application materials to Amber Reed, areed@cville.k12.in.us

Application Deadline:

Until Filled

Job Description:

The Childcare Assistant is responsible for assisting in all aspects of the care & education for the children enrolled in his/her class. This person should have a passion for instilling values in young children. This person should possess high energy and the ability to handle the demands of infants and toddlers with different personalities and needs. To ensure success, this person should display a gentle and nurturing personality, and the patience to assist each infant or child to mature cognitively. They should be able to assist in developing the infants' and toddlers' social skills as they interact with each other.

Job Requirements:

Job Responsibilities:

- Ensure the safety of each child enrolled in the class in all environments at all times;
- Maintain regular observation of children's development and progress as directed by the Lead instructor;
- Assist in the implementation of age and developmentally appropriate classroom practices that will include the areas of physical, emotional, social, and cognitive needs of the children;
- Nurture positive relationships and communicate clearly with parents, guardians, families, and co-workers;
- Assist daily in maintaining the ordered arrangement, appearance, and cleanliness of the learning environment of the classroom;
- Follow safe and appropriate diapering and handwashing practices;
- Serve as a role model for the children in the areas of attitude, speech, and actions daily;
- Other duties as assigned by your supervisor;
- Maintain confidentiality;
- Infant CPR/First Aid;
- Complete professional development as directed by the director

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Certification Requirements or Job Qualifications:

Valid CDA (Childcare Development Associate) or willingness to acquire CDA. Background Check. TB test required. Ability to perform physical labor as needed for the position.
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Position Start Date:

As soon as possible
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Contact Information: (Name, Address Phone, Fax, Email)

Amber Reed 3 W Athenian Dr. Crawfordsville, IN 47933 areed@cville.k12.in.us
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Posting Requested by:

Date:

Amber Reed
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9/5/2025
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Central Office Approval:

Date:

Dr. Rex Ryker, Superintendent
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9/5/25
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