PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 6294 FLSA: Non-Exempt
Pay Grade: D06

CHILD CARE SUBSTITUTE

MINIMUM QUALIFICATIONS

QUALIFICATIONS:
High school diploma or GED. Successful completion of forty-five (45) hours by the Department of Children and Families (DCF) Child Care Facility Training (Part I, II, and Early Literacy). Must be cleared to work by DCF. Completes all required training courses and maintains DCF compliance.

PREFERRED:
Formal training in basic first aid and CPR.

MAJOR FUNCTION

Performs varied and responsible duties as a member of the childcare team in a Child Care Program. Major duties are instructional and involves supervising large and small groups of preschool-age children. Work is performed under the supervision of a Site Coordinator or Program Leader. Major duties are related to the total care of infants and toddlers in these programs. Assists in implementing the curriculum and related activities.

ESSENTIAL RESPONSIBILITIES

- Provides the total basic care needed for the children in care.
- Assists the Child Development Associate (CDA) or Group Assistant in all aspects of the classroom.
- Prepares and implements activities appropriate for the designated age groups.
- Assists children in maintaining established behavior standards using positive disciplinary methods and reinforcement strategies.
- Works with other program staff to create and maintain a harmonious and efficient environment.
- Interacts positively with parents and refers appropriate questions and concerns to the Site Coordinator or the Program Leader.
- Performs housekeeping duties as assigned.
- Works cooperatively as part of the childcare team.
- Contributes to the positive image of the program.
- Follows all district safety guidelines, processes, and procedures.
- Performs other related duties as assigned.

TERMS OF EMPLOYMENT

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the district.

Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

HISTORY OF JOB CLASSIFICATION

ISSUED:

CHILD CARE SUBSTITUTE

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds					x
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds				X	
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time				x	
11. Standing for more than two hours at a time	X				
12. Stooping and bending					x
13. Ability to reach and grasp objects					x
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors	X				
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects				x	
19. Proofreading and checking documents for accuracy	x				
20. Using a computer to enter and transform words or data	x				
21. Using various technology tools	x				
22. Working in a normal office environment with few physical discomforts	X				
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job.	X				