

Sieda Community Action
JOB DESCRIPTION

JOB TITLE: Child Care Assistant
REPORTS TO: Head Start Center Supervisor

UNIT: Child Development
FLSA STATUS: Non-Exempt

SUMMARY:

The Child Care Assistant works closely with the Child Care Specialist and Center Supervisor to implement learning experiences that advance the intellectual and physical development of children from newborn to three years old. This development includes the child's understanding and use of language, their understanding and use of increasingly complex and varied vocabulary, their problem-solving abilities, and their love of learning. The Child Care Assistant maintains a safe and healthy learning environment that supports the social and emotional development of children and encourages the involvement of families of the children in programs and activities that support the development of positive relationships between children and their families.

DUTIES: ESSENTIAL FUNCTIONS

Performs simple duties requiring basic skills as follows:

- Assists Child Care Specialist in ensuring compliance with program performance standards, federal and state regulations to include child care licensing requirements, policies, procedures, and service delivery plans.
- Assists Child Care Specialist in implementing developmentally appropriate activities using evidence-based curriculums.
- Assists Child Care Specialist in maintaining appropriate, accurate, timely, and confidential records on each child as well as other documentation necessary for the effective function of the center and organization.
- Assists Child Care Specialist in providing for the educational and developmental needs of individual children by adapting to services and activities in all program component areas (nutrition, health, dental, education, development, family services, and mental health).
- Assists Child Care Specialist in planning and implementing activities for children in an environment which is safe, healthy, enriching, and conducive to the maximum social, cognitive, and physical development of each child.
- Assists with recruitment of eligible children and the transition of children to their next educational facility.
- Assists Child Care Specialist in providing a classroom environment of respect for each individual child using positive discipline strategies, language development, social-emotional experiences, and a balance of child initiated and Child Care Specialist initiated activities.
- Assists Child Care Specialist in implementing appropriate interventions that establish the social culture and behavioral support needed for all students to achieve social, emotional, and academic success.
- Partners with Child Care Specialist to communicate regularly with supervisor, program staff, volunteers, parents, and community partners to ensure the highest quality services to children and families.
- Assists Child Care Specialist to encourage parent participation in classroom activities, curriculum planning, parent group meetings, and home-based parent/child activities.
- Attends and participates in center functions and educational events as scheduled.
- Assumes other responsibilities as needed to assure continuity of services and adequate staff coverage.
- This position may require travel between classrooms and the counties we serve depending on program staffing needs.
- Collects, enters, and updates data into child care and preschool management and assessment programs with minimal training.
- Performs other duties determined necessary to support the organization in achieving organizational and program goals.

INDEPENDENT ACTION:

- Receives on-going supervision regarding task guidelines and completion.

DECISION-MAKING AUTHORITY:

- Limited independent decision-making authority.

ADDITIONAL TRAINING:

- Obtain and maintain a center-based Infant-Toddler Child Development Associate (CDA) credential that requires ongoing Continuing Education Units (CEUs).
- Must complete required training hours annually, per Iowa Department of Human Services (DHS) Child Care Center regulations and program performance standards.
- All staff are considered mandatory reporters of child abuse and required to hold a valid training certificate.
- Up to date training in CPR, First Aid, and Universal Precautions.
- Participates in pre-service, in-service/other training, child staffing meetings, staff meetings, and committee work as required.
- Seeks out professional development through education, role modeling, mentoring, and by utilizing available resources and training opportunities.

PROGRAM REPRESENTATION:

- Requires interaction with staff and customers in a limited role.

PROGRAM DESIGN AND PLANNING:

- Involved in the planning of limited areas within the Child Care Program reflective of his/her job responsibilities.

SUPERVISORY RESPONSIBILITY:

- None

OTHER REQUIRED SKILLS/ABILITIES:**ORGANIZATIONAL EXPECTATIONS: ESSENTIAL FUNCTIONS**

- Supports and models the organization's and unit's mission, vision, and values.
- Maintains a regular attendance pattern to ensure continuity of services and adequate staff coverage.
- Demonstrates professional behavior at all times including appearance and maintaining an orderly functioning classroom and office areas.
- Treats all individuals in a courteous, non-judgmental, reasonable, and confidential manner.
- Accepts responsibility as a member of the team and collaborates cooperatively with all staff for the benefit of children and their families to meet identified goals.

LANGUAGE SKILLS:

- Ability to speak comfortably and effectively one-to-one or in group settings.
- Ability to demonstrate good listening skills.
- Ability to read, analyze, and interpret most complex documents.
- Ability to respond effectively to customer/staff complaints.

REASONING ABILITY:

- Ability to define problems, collect data, establish facts, and take appropriate action based on compliance with established rules, regulations, policies, and procedures.
- Ability to convey information to staff, parents, and members of the local community.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to talk, hear, stand, walk, move quickly, use hand to finger, handle, or feel; and reach with hands and arms.
- The employee must occasionally lift and/or move 50 pounds, climb stairs, pick up and move children and/or equipment.
- Vision abilities required by this job include close, distant, and peripheral vision.
- Must pass pre-employment physical and TB Screen, then successfully pass a physical exam and TB screen every three years while employed in the program.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- The work environment is both inside and outside.
- The noise level of the work environment is usually moderate.

OTHER REQUIREMENTS:

- Child Development employees must pass a pre-employment state criminal record check, then successfully pass a state criminal record check every 2 years while employed in the Child Development unit.
- Must pass a national criminal history check based on fingerprints.
- Must uphold the National Association for the Education of Young Children (NAEYC) Code of Ethics and Head Start Standards of Conduct.
- Travel may be required both in and outside the service area. Proof of auto insurance and valid driver's license is required if driving for the agency.

PRE-EMPLOYMENT REQUIREMENTS:

The requirements listed below are representative of the knowledge, skill, and/or ability required to be considered for this position.

FORMAL EDUCATION:

- Must have a High School Diploma or General Education Diploma (GED).

EXPERIENCE:

- Requires one year's working experience.

TECHNICAL PROFICIENCY:

- Requires moderate level computer knowledge and experience with the ability to perform general tasks in the Microsoft Office and Google program suite.