

ASSISTANT CHILDCARE



Reports to: Building Administrator
Salary Schedule: Schedule A
FLSA Status: Hourly

Bargaining Unit: Wenatchee Assoc. of PSE
EEO Class: Level 9
Revised Date: 4/2011

SUMMARY:

Under the direction of the Building Administrator and/or Childcare Lead, assist with the development and implementation of an organized child care program for school-aged children before/after school hours, as designated by the WSD.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Care for children under the direct supervision of the Building Administrator or Lead Childcare personnel.
- Communicate daily with parents and teachers of children attending childcare center.
- Assist lead caregiver in carrying out daily lesson plans, group activities, snack time, preparation, (including clean-up) and daily maintenance of the classroom.
- Assist in the set-up and care of supplies and materials needed each day.
- Carry out appropriate and positive discipline as established by program policies.
- Maintain records and submit reports as needed.
- Maintain safe and nurturing environment.
- Fill in for lead caregiver when needed.
- Purchase authorized supplies and maintain proper purchase records.
- Other duties as assigned.

QUALIFICATIONS:

- Must be 18 years old or older.
- Possess a high school education or equivalent.
- Posses at lease one class in early childhood education or related field or 2 years related experience.
- Must work closely with lead staff and supervisor.
- Successfully pass a Washington State Patrol Criminal History Information Form, required by RCW 43.43.830,
- Obtain a Mantoux method tuberculin skin test.
- Must be able to work a flexible schedule.

- Demonstrate the understanding, ability, personality, emotional stability and physical health suited to meet the cultural, emotional, mental, physical and social needs of the children in care.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Teamwork - Exhibits objectivity and openness to others views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Conserves organizational resources.

Computer Skills – To perform this job successfully, an individual should have basic knowledge of computer system.

Customer Service – Maintains professional demeanor when dealing with difficult or emotional situations; Responds promptly to staff, student and public needs; Solicits feedback to improve service; Responds to requests for service and assistance.

Mathematical Skills – Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Interpersonal Skills - Keeps emotions under control; Remains open to others' ideas and tries new things. Shows respect and sensitivity for cultural differences; promotes a harassment-free environment.

Oral and Written Communication - Listens and gets clarification; Responds well to questions; Participates in meetings; Read and comprehend written and verbal instructions. Writes clearly and informatively.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Safety and Security - Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.

Attendance/Punctuality - Is consistently at work and on time; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions. Meets commitments, Follows policies and procedures.

WORKING CONDITIONS AND 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, grasp or feel; reach with hands and arms; push and pull, and talk, hear and smell. The employee is frequently required to stoop, kneel, or crouch. The employee is occasionally required to sit and climb or balance. The employee must regularly lift and/or move up to 25 pounds, occasionally lift and/or move up to 50. Specific vision abilities required by this job include close vision, distance vision, color vision and ability to adjust focus.

This position consists of prolonged sitting or standing. This position may require demonstration of task/assignment to students.

Childcare assistants work in class environments, which may be noisy and crowded. Class environments may be stressful; therefore assistants must have the ability to cope with stressful situation and large groups of students, while maintaining composure and professionalism.

This position consists of working with students grade K-5, WSD staff, parents, and community members for these reasons communication skills and time management skills are required.

Employee
Signature _____ **Date** _____

Witness _____ **Date** _____