

## SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

7/09 Effective Date	<b>CHILD CARE WORKER</b> Job Title	2.15.2 Index
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### **PURPOSE**

To improve student achievement by assisting in planning and organizing activities to meet the physical, emotional and intellectual needs of students beyond their regular classroom day. To provide a nurturing and safe environment for children enrolled in an extended day care program.

### **CLASS CHARACTERISTICS**

This class is distinguished from the Child Care Coordinator in that the latter is responsible for work coordination of individuals assigned to this classification and is also responsible for records management functions for the program. Individuals in this classification assist the Child Care Coordinator in developing and implementing daily program activities.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from an assigned administrator. Receives program direction from a child care coordinator.

### **ESSENTIAL FUNCTIONS OF THE JOB - May include, but are not limited to, the following:**

Assists in the development of daily programs which include a mixture of enrichment and recreational activities.

Ordering and maintaining supplies and equipment required for the extended day care program.

Maintaining a safe environment that is clean, orderly and appropriate for the student age level and leaving the activity areas neat and in usable condition.

Keeping supervisor informed of unusual student or parent needs.

Maintaining open communication with students and their parents through daily contact.

Maintaining open communication with other staff to establish a positive work environment.

Assisting in serving of a nutritional snack each day.

Helping students develop positive interpersonal relationships with peers and adults and promoting safety of the students by helping them develop self-confidence.

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Training and assisting students in behavior management; provides education regarding appropriate interpersonal actions; responds to discipline problems; acts as a role model.

Preparing materials related to program activities.

Supervising students on the playground.

Maintaining regular and consistent attendance and punctuality.

Performing related duties consistent with job description and assignment.

**MINIMUM QUALIFICATIONS**

**Knowledge of:**

Proper child care techniques appropriate for school age children

Techniques and methods of student supervision and classroom management

English usage, spelling, grammar, punctuation, basic bookkeeping, as required of specific assignment

**Ability to:**

Learn childhood growth and development principles

Learn and apply basic first aid and safety requirements

Work effectively in a team situation

Maintain highest level of confidentiality in all matters relating to students

Physically perform job tasks normally associated with position

Communicate clearly and concisely, both orally and in writing

Establish and maintain effective working relationships with those contacted in the course of work

**Experience and Training**

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the required knowledge and abilities would be:

**Experience:**

One year of instructional assistance or child supervision experience preparing materials related to program activities.

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**Training:**

Equivalent to the completion of the twelfth grade supplemented by coursework in child development, early childhood education or a related field.

**Special Requirements:**

Proof of being free of tuberculosis.  
First Aid card and CPR certification desirable.

**Work Environment:**

Climate controlled classroom settings and outside environment subject to exposure to the weather including seasonal heat and cold. Exposure to moderate to high noise intensity levels.

Moderate level of contact with district personnel and community.

**Physical Requirements:**

Frequent reaching, handling, talking and hearing. Mobility to work in a typical classroom and playground setting. Stamina to frequently move from sitting position to standing, walking, bending, stooping and kneeling. Vision to read printed materials and computer screen or other monitoring devices. Hearing and speech to communicate in person and on the telephone.

Strength: Light/Medium – Exert force to 35 pounds, and or 10 to 25 pounds of force frequently to lift, carry, push, pull or move objects.

Salem-Keizer School District is an equal opportunity employer.

Position: Child Care Worker

I am willing and able to perform the duties of this job:

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

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

Print Name : \_\_\_\_\_