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|  | **JOB TITLE** | CHILDCARE LEAD PROVIDER |
| **REPORTS TO** | CHILDCARE DIRECTOR |
| **SALARY SCHEDULE/GRADE** | CHILDCARE SERVICES |
| **CONTRACTED DAYS AND/OR HOURS** | VARIES |
| **EXEMPT STATUS** | NON-EXEMPT |
| **JOB CLASS CODE** | 8327 |
| **POSITION CLASSIFICATION** | CLASSIFIED |
| **DATE APPROVED** |  |

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| **QUALIFICATIONS** |
| Any combination equivalent to: high school diploma, G.E.D. certificate, or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law  One-year experience in working with children in an orderly setting  Complete current training in First Aid and CPR  CDA or willing to work towards obtaining |

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| **POSITION SUMMARY** |
| To provide supervision during designated non-school hours in a safe, relaxed atmosphere, offering recreation, creativity, and socialization to each child, regardless of race, income, creed, or ethnic origin.  To provide learning opportunities through enrichment activities for educational, social, and emotional growth.  Assist in providing instruction to individual or small group typically in programs with exceptional children or equivalent programs; monitor and report student progress. |

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| **DISTRICT AND SCHOOL PRIORITY ALIGNMENT** |
| Align actions with district and school values and core priorities.  Evaluated based on the efficacy of aligned actions. |

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| **PERFORMANCE RESPONSIBILITIES** |
| Accept responsibility for the operations of the program and maintains expectations for state, student, and staff performance. Consider the impact of one’s actions on others. |
| Serve as a resource person to the student personnel evaluation team to direct appropriate student behavior. |
| Establish and maintains cooperative and effective working relationships with others. |
| Prepare organized weekly lesson plans with Creative Curriculum lesson to establish guidelines for them to behave like their peers. |
| Observe professional and ethical behavior, and practices it at all times on the job regardless of the situation. |
| Obtain director’s assistance in matters of major discipline problems |
| Monitor students IEPs goals. |
| Monitor students behavior and will check and assist that student as necessary. |
| Maintain an accurate count of children in his/her care; knowing ratios. |
| Assist in physical areas that students may need help in. |
| Work confidently with discretion. |
| Utilize good positive communication skills, both oral and written |
| Receives children at arrival time and dismisses children at departure time, noting any special instructions which parents or teacher may provide. |
| Adhere closely the time schedule as assigned by the director. |
| Confer, as needed, with teachers concerning programs and materials to meet students needs. |
| Help arrange room and materials to accommodate the daily schedule, along with daily clean-up. |
| Interact with children during programmed activities, including but not limited to: arts, crafts, snacks, free play, organized games, sports/recreational activity, student time, academic support, creative curriculum, and group topic discussions. |
| Promote and support all areas of academics through enrichment activities. |
| Conduct appropriate play and learning with group activities of student as assigned to foster individual and group activity development. |
| Assist in monitoring the room, play periods, meal times, and group activities as assigned |
| Assist in emergency drills, assemblies, and field trips. |
| Tutors individuals or small groups of students typically with a disability or handicap, reinforcing, and implementing instruction as directed by or as the teacher, maintain records of student progress. |
| Participate in team meetings scheduled by the director and in-service training programs as assigned. |
| Engage in professional development training geared towards the appropriate age group you are assigned to. |
| Complete 15 hours of orientation and child development training in the Cabinet for Human Resource approved programs. |
| Accept responsibility for completing the Commonwealth Child Care Credential, Child Development Associate, and Kentucky All STAR Program. |
| Demonstrate a commitment to professional growth. |
| Demonstrate punctuality and regular attendance. |
| Maintain appropriate professional appearance. |
| Adhere to the appropriate code of ethics. |
| Perform other duties as assigned by Superintendent or designee. |

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| **KNOWLEDGE AND ABILITIES** |
| Child guidance principles and practices. |
| Knowledge of theories of parent-child relationships. |
| Application of First Aid |
| Communicate effectively both verbally and in writing. |

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| **PHYSICAL DEMANDS** |
| Work is performed while standing, sitting and/or walking  Requires the ability to communicate effectively using speech, vision and hearing  Requires the use of hands for simple grasping and fine manipulations  Requires bending, squatting, crawling, climbing, reaching , sitting on floor or in small student chairs.  Requires the ability to lift, carry, push or pull light weights; lift up to 50 pounds. |