|  |  |  |
| --- | --- | --- |
|  | **JOB TITLE** | CHILDCARE PROVIDER |
| **REPORTS TO** | CHILDCARE DIRECTOR |
| **SALARY SCHEDULE/GRADE** | CHILDCARE SERVICES |
| **CONTRACTED DAYS AND/OR HOURS** | VARIES |
| **EXEMPT STATUS** | NON-EXEMPT |
| **JOB CLASS CODE** | 8325 |
| **POSITION CLASSIFICATION** | CLASSIFIED |
| **DATE APPROVED** |  |

|  |
| --- |
| **QUALIFICATIONS** |
| Any combination equivalent to: High School Diploma, G.E.D. certificate, or demonstrated progress toward obtaining a G.E.D. as required by KentuckyComplete current training in First Aid and CPR. |

|  |
| --- |
| **POSITION SUMMARY** |
| To provide quality supervision for students during wrap around childcare services in a safe, relaxed atmosphere,.To provide 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.  |

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

|  |
| --- |
| **PERFORMANCE RESPONSIBILITIES** |
| Helps arrange room and materials to accommodate the daily schedule, along with daily clean-up. |
| Assists with developing a list of needed supplies and equipment for submissions to the diretor.  |
| Receives children at arrival time and dismisses children at departure time, noting any special instructions which parents or teachers may provide.  |
| Maintains an accurate count of children in his/her care; knowing ratios.  |
| Conducts the appropriate play and learning activities to foster individual and group activity development. Leads children in songs, games, and other activities. |
| Interacts 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.  |
| Maintains involvement in team meetings scheduled by the director.  |
| Adheres closely the time schedule as assigned by the director.  |
| Demonstrates positive and talked for demeanor in all matters concerning students.  |
| Obtains director’s assistance in matters of major discipline problems.  |
| Observes professional and ethical behavior, and practices it at all times on the job regardless of the situation.  |
| Participates periodically in evaluation of duties and performance.  |
| Completes 15 hours of orientation and child development training in the Cabinet for Human Resource approved programs. |
| Demonstrates effective consensus-building and negotiation skills.  |
| Maintains a level of dress that has conducive to physical interactions with children, but that is also professional in appearance.  |
| Accepts responsibility for completing the Commonwealth Child Care Credential, Child Development Associate, and Kentucky All STAR Program.  |
| Promote and support all areas of academics through enrichment activities.  |
| Accepts responsibility for the operations of the program. |
| Consider the impact of one’s actions on others. |
| Performs related duties as assigned. |
| Demonstrates regular attendance and punctuality.  |
| Demonstrates interpersonal skills using tact, patience, and courtesy.  |
| Utilizes good communication skills, both oral and written.  |
| Establishes and maintains cooperative and effective working relationships with others.  |
| Works confidently with discretion.  |
| 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. |

|  |
| --- |
| **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. |

|  |
| --- |
| **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. |