|  |  |  |
| --- | --- | --- |
|  | **JOB TITLE** | EARLY CHILDCARE STUDENT APPRENTICE |
| **REPORTS TO** | CHILDCARE DIRECTOR, SITE DIRECTOR, OR PRINCIPAL |
| **SALARY SCHEDULE/GRADE** | CHILDCARE SERVICES |
| **CONTRACTED DAYS AND/OR HOURS** | 18 HOURS PER WEEK |
| **EXEMPT STATUS** | NON-EXEMPT |
| **JOB CLASS CODE** | 7788 |
| **POSITION CLASSIFICATION** | STUDENT |
| **DATE APPROVED** |  |

|  |
| --- |
| **QUALIFICATIONS** |
| A student enrolled in the district’s Early Childhood Education Pathway. The student must be recommended by the classroom teacher to enroll in the apprenticeship program. |

|  |
| --- |
| **POSITION SUMMARY** |
| The student will be enrolled in the district’s Registered Apprenticeship Program. The student will work to provide a safe, relaxed atmosphere, offering recreation, creativity, and socialization to each child, regardless of race, income, creed, or ethnic origin. The position will focus on providing 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. |

|  |
| --- |
| **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** |
| Assists in the operations of the program and maintains expectations for state, student, and staff performance. Consider the impact of one’s actions on others. |
| Establishes and maintains cooperative and effective working relationships with others. |
| Assists in preparing organized weekly lesson plans with Creative Curriculum lesson to establish guidelines for them to behave like their peers. |
| Observes professional and ethical behavior, and practices it at all times on the job regardless of the situation. |
| Obtains director’s/supervisor’s assistance in matters of major discipline problems. |
| Maintains an accurate count of children in his/her care; knowing ratios. |
| Assist in physical areas that students may need help in. |
| Works confidently with discretion. Utilizes good positive communication skills, both oral and written. Demonstrate interpersonal skills using tact, patience, and courtesy. |
| Works confidently with discretion. Utilizes good positive communication skills, both oral and written. Demonstrate interpersonal skills using tact, patience, and courtesy. |
| Adheres closely the time schedule as assigned by the director. Helps arrange room and materials to accommodate the daily schedule, along with daily clean-up. |
| Confers, as needed, with teachers concerning programs and materials to meet students needs. 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. Promote and support all areas of academics through enrichment activities. |
| Supports and conducts 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. Take professional development training geared towards the appropriate age group you are assigned to. |
| Completes 15 hours of orientation and child development training in the Cabinet for Human Resource approved programs. If you do not have a CDA be willing to work on that goal. |
| Accepts 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. |

|  |
| --- |
| **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, 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. |
| Requires ability to work with children while bending, moving, and playing; sitting on floor and/or sitting in small student chairs. |
| Requires the ability to lift, carry, push, or pull light weights; lift up to 50 pounds. |
| Indoor and outdoor environments. |