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|  | **JOB TITLE** | SUBSTITUTE CHILDCARE PROVIDER |
| **REPORTS TO** | CHILDCARE DIRECTOR |
| **SALARY SCHEDULE/GRADE** | CHILDCARE SERVICES |
| **CONTRACTED DAYS AND/OR HOURS** | AS NEEDED |
| **EXEMPT STATUS** | NON-EXEMPT |
| **JOB CLASS CODE** | 8326 |
| **POSITION CLASSIFICATION** | SUBSTITUTE |
| **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 |

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| **POSITION SUMMARY** |
| To provide quality supervision for students during wrap around childcare services in a safe, relaxed atmosphere in the absence of full-time staff. To provide recreation, creativity, and socialization to each child, regardless of race, income, creed, or ethnic origin in the absence of full-time staff. To provide learning opportunities through enrichment activities for educational, social, and emotional growth in the absence of full-time staff.  |

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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** |
| 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. |

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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. |