

SCHOOL DISTRICT OF JACKSON COUNTY

JOB DESCRIPTION

FAMILY SERVICES CENTER CHILD CARE ASSISTANT

QUALIFICATIONS

- (1) High school diploma or G.E.D., AA Degree preferred
- (2) Two year's child care experience.
- (3) 40 hour clock training certification and C.D.A. credential

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to relate to and work with pre-school age children and their parents. Ability to communicate effectively orally and in writing. Knowledge of child growth and development. Knowledge of group dynamics and multi-cultural diversity.

REPORTS TO:

Head Start Director

JOB GOAL

To assist the childcare Instructor in provision of a developmentally-appropriate program for children of teenage parents in an attractive, nurturing environment.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES

- (1) Works under general supervision of the child care instructor.
- (2) Implements a daily program of developmentally appropriate experiences.
- (3) Follows procedures to safeguard children's safety and health, assumes responsibility, promotes safe practices in the center.
- (4) Supervises the nutritious daily meals and snacks.
- (5) Confers with parents, the instructor, and coordinator regarding the behavior development of the children.
- (6) Assists with Teen Parent Program parent-child activities.
- (7) Enlists support and cooperation of community services and promotes safe practices in the center.
- (8) Serves as a liaison between the home, school and community.
- (9) Maintains child care certification and a personal program of professional development.
- (10) Maintains, with confidentiality, records, files, reports and statistics.
- (11) Participates in internal staff activities and inservice training programs.
- (12) Performs other duties as assigned by the instructor and/or coordinator.
- (13) Other duties assigned by the immediate administrator or supervisor.

PHYSICAL REQUIREMENTS:

Board Approved April 20, 1998
Revisions Board Approval March 18, 2003
Amendment Board Approved April 15, 2003

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FAMILY SERVICES CENTER CHILD CARE ASSISTANT (Continued)

Light Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Approved Unit Compensation plan, pay grade 10-13, 16 (AA Degree)
10 months
7.5 hours per day

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Board Approved April 20, 1998
Revisions Board Approval March 18, 2003
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