

DAY CARE AIDE

DISTINGUISHING FEATURES OF THE CLASS: This position involves shared responsibility for caring for preschool children, infants or toddlers as directed and for assisting in the conduct of recreational and educational activities. The work is performed under the direct supervision of a Day Care Assistant, or higher level supervisor. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists in the set up of specific program activities including care and feeding, changing diapers, toilet training, crafts, games, outdoor activities, reading sessions, films and related activities;

Encourages children's participation in program activities, monitors their behavior and provides assistance where necessary;

Helps maintain order and discipline in the Center and on outings;

Attends in-service training programs;

Refers problems to Day Care Assistant or higher level supervisor as needed;

Carries out activities, such as reading of books, with the approval of the Day Care Assistant or higher level supervisor;

Aids Day Care Assistant or higher level supervisor in assuring that activity rooms are adequately supervised;

Aids in lunch time activities by heating food using micro-wave oven, feeding and/or mealtime monitoring;

Helps to monitor supplies;

Picks up and cleans activity rooms as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of preschool child care practices and techniques;

Working knowledge of basic first aid;

Ability to establish good working relationships with young children;

Ability to maintain order and discipline;

Ability to follow oral and written instructions;

Ability to maintain simple records;

Ability to perform work requiring physical exertion;

Ability to work as a member of a team;

Willingness to be exposed to disagreeable conditions (e.g., offensive sights or odors, noise);

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

A) Graduation from high school or possession of an equivalency diploma; OR

B) One year of experience working with children in a child care or early childhood development program or children's recreational program; OR

C) An equivalent combination of experience and training as outlined in A) and B) above.

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