

JOB TITLE: CHILD CARE ATTENDANT II

BASIC FUNCTION

Under supervision, to plan and conduct a variety of play, craft, and game activities in a child care program, including both indoor and outdoor games and special projects; and to do other related work as required.

ESSENTIAL JOB FUNCTIONS

- Plans and conducts recreation, craft and game activities within a specified District child care program
- Evaluates the skill and fitness levels of the child care participants in determining the appropriateness of games, crafts and project activities. Instructs and leads small groups in game, crafts and team sport activities
- Leads and participates in the conduct of special projects activities, including cookouts, fieldtrips and other high interest activities
- Reviews and determines equipment, craft supplies and game materials needed in maintaining an active child care program
- Maintains appropriate standards of behavior among child care activity participants
- Reviews activity plans and sets-up and arranges equipment for game, craft, special project, and team sport activities
- Participates in the planning, organization and implementation of self-directed game activities
- Performs a variety of cleaning and housekeeping functions in maintaining the facility in a clean, safe and sanitary condition
- Prepares and distributes simple meals and snacks for participants
- Inspects, reviews, and evaluates game activity areas and equipment to ensure that the child care activities are conducted in a safe and non-hazardous environment
- Receives, stores and maintains an accurate inventory of supplies, equipment, and materials
- Interacts with parents
- Administers routine first aid and seeks assistance for serious illness or injury situations
- Completes and maintains simple records and reports
- Assists children with homework
- May be required to work a split shift in divided workday
- Assists in the feeding and toileting of the child care participants
- May administer medication under specific District guidelines and supervision
- Instructs children in self-care, cleanliness and grooming

JOB REQUIREMENTS – QUALIFICATIONS

Skills, Knowledge and/or Abilities Required:

Skill to:

- Communicate satisfactorily in oral and written form
- Maintain simple records and prepare complete and concise reports

Knowledge of:

- Basic concepts of child growth and development
- Basic concepts of child behavior characteristics

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- Behavior management strategies and techniques
- Recreation games, craft and team sport activities
- Equipment, materials and supplies used in child care program activities

Ability to:

- Demonstrate an empathetic, patient, and understanding attitude with various levels of child care participants
- Effectively plan and conduct child care program activities
- Work cooperatively with adults and children
- Understand and carry out oral and written directions
- Establish and maintain positive and effective working relationships
- Work courteously and tactfully with co-workers, public and parents
- Promotes team building and a positive work environment
- Adapt easily to work assignments, additional priorities and new procedures
- Receive constructive criticism and modify work appropriately
- Prioritize and identify needs and solve problems independently as appropriate
- Suggest procedural improvements to superior as appropriate
- Skillfully handle difficult situations using good judgment
- Maintain high level of professionalism in keeping the needs of customers a top priority

PHYSICAL DEMANDS

- Persons performing service in this position classification will be expected to perform medium work, which involves lifting no more than 50 pounds at a time with frequent lifting or carrying of objects weighing up to 25 pounds. If someone can do medium work, we determine that he or she can also do sedentary and light work. (*Per the Code of Federal Regulations – Section 404.1567 “Physical Exertion Requirements”*)

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION REQUIREMENT

Experience:

- Two (2) years of paid or volunteer experience working with children in an educational or child care setting.

OR

- One (1) year of paid or volunteer experience working with children in an educational or child care setting AND the completion of six (6) units of Early Childhood Education/Child Development coursework.

Education:

Equivalent to the completion of High School.

LICENSE AND/OR CERTIFICATE REQUIREMENT

Possession of a current American Red Cross First Aid Certificate and a current Community C.P.R. Certificate