

Airport Community Schools – Job Description Bright Beginnings Caregiver

Report to: Program Supervisor; Building Principal
Salary: \$9.29 Hourly
Category: Contracted Services through EDUStaff
Schedule: M-F; 6:00 AM – 8:30 AM and/or 3:00PM - 6:00 PM

Qualifications:

- Achieved, High School Diploma (at least 18 years old)
- One(1) year successful experience working with children in groups, in child care or educational program
- Be of responsible character and temperament
- Possess the ability to work with children
- Excellent attendance record
- Evidence of good interpersonal skills
- Willingness to learn, acquire, and apply new skills and knowledge
- Evidence of adaptability and problem-solving skills

Essential Functions and Duties

- At all times recognize that the children are our first and most important priority
- Provide supervision based on program policies and guidelines, along with building procedures to ensure the safety and well-being of all children and adults in the program
- Involve the children with planned activities in social development, physical development, emotional development, and intellectual development geared to the age and interests of the children
- Frequently interact and communicate positively with children and when appropriate by sitting with them, placing yourself at a child's eye level, engaging in play or appropriate parallel play
- Help enforce appropriate behavioral limits following the guidelines established for the program
- Discipline children with dignity and respect following program guidelines
- Clean and sanitize room and all equipment according to the program procedures. Keep the room neat and orderly
- Help program staff to provide a cheerful environment through decorating of the room – bulletin boards and walls, using children's art work, colorful pictures, etc.
- Help to prepare and serve a nutritious snack in a sanitary method
- Check children in/out – notifying appropriate person in case of conflicting attendance information.
- Required to assume certain responsibilities in the absence of the Lead Caregiver, as directed
- In addition to obtaining First Aid and CPR certification, caregiver will attend in-services and/or conferences to further grow in the profession
- Acknowledge parent and child upon arrival and departure by speaking to them, greeting them, etc.
- Attend staff meetings and evaluations as scheduled
- Report all suspected cases of child abuse and neglect to the Director
- Report to the Director specific needs and problems of the children
- Practice universal precautions in cases of emergencies, injuries, accidents, etc.
- Serve as a positive role model for the children
- Maintain frequent head counts to ensure safety of all children
- Assist Director in quality planning for preschool and school age children and implementation of activities for the children

1. Demonstrate Professionalism

- Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time
- Treats people with respect; keep commitments; work with integrity; be ethical; uphold organizational values
- Display willingness to make decisions; exhibit sound and accurate judgment; support and explain reasoning for decisions, with research/proof to back-up those decisions; include appropriate people in decision making process; make timely decisions
- Approach others in a tactful manner; React well under pressure; Treat others with respect and consideration regardless of their status or position; Accept responsibility for own actions; Follow through on commitments
- Exhibit confidence in self and others; inspire and motivate others to perform well; effectively and positively influence actions and opinions of others; accept feedback from others; give appropriate recognition to others
- Communicate effectively and professionally with colleagues, parents, and students
- Conduct parent-teacher conferences in accordance with district policies
- Use of electronic communication such as Twitter, Facebook, or other forms of social media will be conducted professionally and respectfully to self and others

2. Follow the district and building policies and procedures

3. Know and understand your contract

4. Support the district goals

5. Perform other duties as assigned by district or building administrators

Work Provisions

The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the District.

Physical Demands

Reasonable accommodations can be made to enable individuals with disabilities to perform the essential function of the position.