

# ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

## JOB DESCRIPTION

TITLE Child Care Associate

### QUALIFICATIONS

1. High school diploma.
2. Demonstrated aptitude for the work to be performed.
3. Ability to maintain confidentiality.
4. Ability to work well with staff, parents, and students.

REPORTS TO Child Care Program Director

JOB GOALS To provide a warm and caring environment for children with a variety of activities which includes recreation and games, arts and crafts, reading, music, time to finish school assignments, and "free time" for the children to pursue their favorite interests.

### PERFORMANCE RESPONSIBILITIES

1. Provides a warm, caring environment for the supervision of children.
2. Demonstrates a strong sense of responsibility by being at the designated location approximately ten minutes before the children arrive each day.
3. Remains at the designated location until the last child is gone and the child care area is in order.
4. Keeps daily attendance records and reports to the office when a child who was present in school during the day does not report for supervision with 15 minutes after school is out.
6. Follows school procedures to safeguard the health and safety of the children in the program.
7. Maintains knowledge of the emergency file and emergency procedures.
8. Knows the tornado and fire alarm procedures for employee's area.
9. Maintains a responsible discipline policy and reports persistent behavior problems to the director.
10. Implements daily lesson plans.
11. Is present in the designated area with all the children at all times during supervision hours except in the case of an emergency.
12. Manages the distribution and collection of games or materials used in activities.
13. Periodically meets with the director and principal to discuss issues regarding the program.
14. Informs the director of the need for a substitute care giver at the earliest possible time. Failure to report for work or inform the director of one's inability to work will be grounds for termination of employment.
15. Attends orientation sessions prior to beginning employment and in service meetings during the year.
16. Holds a current first aid certificate, CPR certificate and completes required training.

17. Operates in accordance with Board policies and sees that all policies of the Board pertaining to employee's area of jurisdiction are implemented.
18. Performs such other tasks as may be assigned by the Board.

TERMS OF EMPLOYMENT      Salary and work year to be established by the Board.

EVALUATION      Performance of this job will be evaluated in accordance with provisions of the board's policy.

Approved by Board of Education on April 13, 1992

Revised September 8, 2014