



Classification Summary

The employee is involved in activities basic to the operation of the Churchill High School Child Care Program. This is varied work which requires a child development background, an understanding of administrative procedures, and involves the use of judgment, initiative, and discretion.

Examples of Duties

1. Implement a range of daily activities for infants, toddlers and/or pre-school aged children.
2. Maintain sign in and sign out records of parent arrival and departure time.
3. Implement daily lesson and activity plans with children.
4. Assign high school students to activity areas with children.
5. Produce written information and correspondence.
6. Maintain clean, safe and efficient activity areas within the Center.
7. Maintain security of the facility at the beginning and end of each day.
8. Monitor interaction between child and teen-parent as required.
9. Maintains regular and prompt attendance.
9. Performs other related duties as assigned.

Minimum Qualifications for Class Entry

Equivalent to two years of previous experience in direct care activities with infants, toddlers and/or pre-school aged children including implementing activities for children. Previous experience in leading the work of others.

Work Environment

Incumbents work in a day care facility licensed for 30 children age six weeks to five years under the supervision of the Home Economics Head Teacher. Service is required for the length of the school year only.