

## **CHILD CARE WORKER**

**DISTINGUISHING FEATURES OF THE CLASS:** This position exists in a day care center and involves responsibility for supervising young preschool children and for assisting in the conduct of recreational and educational activities. The work is performed under the direct supervision of a Child Care Specialist. The incumbent does related work as required.

### **TYPICAL WORK ACTIVITIES:**

- Sets up and breaks down specific program and activities including arts and crafts, games, sports, reading sessions, films and related activities;
- Encourages children's participation in program activities, monitors their behavior and provides assistance where necessary;
- Maintains order and discipline in the center and on outings;
- Attends in-service training programs;
- Maintains attendance and child progress records;
- Responds to parents' questions on child's behavior, program activities and schedules;
- Refers problems to supervisor as need;
- Aids Child Care Specialists in all phases of operations, including program orientation, supervision, and the pick-up at the end of the day;
- Carries out self-initiated activities, such as reading books, with the approval of Child Care Specialist;
- Participates in parent conferences and in the volunteer workshops;
- Discusses behavioral or developmental problems with the Child Care Specialist before speaking to parents;
- Aids Child Care Specialists in assuring that rooms are adequately supervised;
- Participates in pre-service day with teachers to set up and coordinate Center plans for the year;
- Aids in lunch time activities.

**FULL PREFORMANCE KNOWLEDGE, SKILLS, ABILITES, AD PERSONAL CHARACTERISTICS:** Good knowledge of preschool children car 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 instruction; ability to maintain simple records; physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS: EITHER:**

- (A) Graduation from high school or possession of New York State equivalency diploma; **OR**
  - (B) One year of experiance working with children in a child care program or children's recreational program;
- OR**
- (C) An equivalent combination of experience and training as outlines in (A) and (B) above.