

JOB DESCRIPTION

JOB TITLE: K-4; MIDDLE SCHOOL
BEFORE SCHOOL/AFTER SCHOOL
CHILD CARE PROVIDER
EXTENDED DAY CARE

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| <u>WORK SCHEDULE:</u> | Maximum Hours: 6:45 AM – 9:30 AM 3:15 PM – 6 PM 2:45 PM-6 PM (MS) SCHOOL CALENDAR EXTRA HOURS AS APPROVED STAFF MEETINGS | <u>BENEFITS:</u> 1.25 SICK DAYS/ MONTH 3 PERSONAL DAYS TIME AND A HALF AFTER 6:01 PM SERS HOLIDAY PAY WORKMEN’S COMPENSATION BARGAINING UNIT POSITION |
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MAJOR FUNCTION:

The Child Care Provider will work as a team member under the guidance of the Supervisor of Extended Day Child Care, the building Principal, and the Child Care Team Leader to implement the Parma City Schools Extended Day Care Program in accordance with established policies and procedures, as well as ODE licensing rules and regulations.

CHILD CARE PROVIDER ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Compliance with all District mandated initiatives and trainings meeting required deadlines.
2. Attends required hours of inservice training as mandated by ODE SACC licensing, and incorporates such training into the program when applicable.
3. Interacts positively with every child daily to foster and maintain positive relationships.
4. Carries out daily operation and facilitates planned activities as directed by the Child Care Team Leader on duty.
5. Leads both small and large groups of children in planned activities.
6. Supervises and assists children during homework time (in PM program).
7. Assists the team in developing the program’s daily schedule and monthly activity calendar.
8. Assists in facilitating town meetings or helps to arrange other opportunities to learn children’s interests for use in planning activities.
9. Supervises children with close attention to safety always while circulating among children both indoors and outdoors.
10. Communicates and is willing to share and incorporate personal strengths and talents to contribute to the successful operation of the program.
11. Maintains interest level of children by rotating and limiting use of toys and equipment.
12. Knows program inventory and assists in the storage, organization and maintenance of all materials owned by EDC. Instructs children about appropriate use of equipment and supplies. Assists with unpacking, labeling and storing of materials.
13. Takes a proactive approach to manage behavior issues, providing control and guidance in a positive and effective manner. When discipline becomes necessary, uses SACC rules for discipline and EDC inservice training discipline techniques.
14. Reviews District emails three times per week at a minimum.
15. May be responsible for assuming Child Care Team Leader supervisory duties in the absence of said staff person.
16. Assists team in managing on-site behavior issues, incidents, problem situations and parent concerns.

GENERAL DUTIES AND RESPONSIBILITIES

1. Expected to maintain regular and dependable attendance.
2. Greets children by name daily. Greets parents by name daily if possible.
3. Assists in keeping accurate attendance records and accounting for all children scheduled to attend each day. Follows established protocol for locating children missing from program. Helps monitor bus arrival if applicable.
4. Instructs children in required behavior and procedures to follow during fire, safety and tornado drills.
5. Annually conducts and keeps record of monthly drills and safety drill as required.
6. Collaborates with team members to respond appropriately in the event of an emergency.
7. Documents behavior problems/injuries on proper forms. Notifies Team Leader of problem situations.
8. Dresses appropriately each day to project the image of a professional child care worker with consideration for participation in outdoor and indoor activities. Must consider personal health and safety, as well as ability to seek immediate help in emergency situations; i.e., flat shoes required.
9. Collaborates with the team to maintain a parent communication board.
10. Greets and assists substitutes in program. Introduces substitutes and visitors to children.
11. Maintains a positive and professional relationship with school personnel.
12. Implements recommendations and executes other job-related duties that may be assigned by either the Principal and/or Supervisor of Children's Services or designee.
13. Arrives on time and departs at the end of regular shift time unless given pre-approval for extra hours by Supervisor.
14. Attends scheduled staff meetings if requested to do so.

PERSONAL QUALIFICATIONS:

1. Experience taking care of elementary school age children preferred.
2. Ability to communicate with parents and children effectively with sensitivity and confidentiality. Capable of being friendly, fair, and firm in all encounters with parents and children.
3. Ability to select age-appropriate experiences/activities and equipment /supplies with sensitivity towards the ethnic backgrounds and needs of all children in the group.
4. Ability to learn and ability to follow directions.
5. Possess views about structure, discipline, and appropriate behavior that are consistent with those of the EDC program and PCSD.
6. Ability and willingness to care for children with special needs.
7. Possess physical strength and ability to take care of child(ren) and seek help promptly in emergency situations, as well as maintain the equipment, supplies and facility.

JOB SPECIFICATIONS:

1. Requires at least a high school diploma or GED.
2. Must have fingerprints taken for a Criminal Records Check. BCI and FBI results must be returned with a finding of "No Record".
3. Position requires a medical statement signed by a licensed physician.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

The physical demands and working conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this position, the employee is regularly required to stand for extended periods of time, walk and circulate, kneel, stoop, crouch, talk, read and hear. The employee will occasionally have to move quickly to pursue or contain a child, or to react to an emergency situation.
2. Specific vision ability required by this job includes close vision and the ability to adjust focus.
3. The employee will frequently have to use fingers and reach with hands and arms. The employee will occasionally lift up to 40 pounds and push or pull up to 100 pounds.
4. The employee will frequently use cleaning products.
5. The employee will frequently interact among unruly children, and occasionally among angry or upset parents and staff.
6. The employee will have frequent exposure to outdoor weather conditions and on occasion will walk on slippery surfaces.
7. The noise level in the work environment is usually loud.
8. The employee will occasionally work extended work hours.
9. The employee will occasionally be exposed to blood, body fluids, and tissue.

The information contained in this description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Program is self-supporting. Insufficient enrollment as well as operational needs of the District and/or program will result in reduction of staff, reduction of work hours and/or elimination of the Program.

I am qualified and able to perform all tasks listed above and willing to perform other job-related tasks deemed necessary by the Principal and/or Supervisor of Children's Services. I understand that job descriptions will be updated and revised as necessary.

Employee Signature: _____ Date: _____

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