

Southeast Technical Institute

Sioux Falls School District 49-5

JOB DESCRIPTION

Scarborough Center Child Care Part Time Assistant

Department:	Child Care	Job Status:	Part Time
FLSA Status:	Non-Exempt	Reports To:	Scarborough Center Program Coordinator
		Receives Guidance From:	Scarborough Center Lead Program Assistant - Curriculum Development
Grade/Level:	Range (rate): \$10-\$12 per hour. Rates outside of range as determined by Administrator.	Amount of Travel Required:	None
Work Schedule:	Shifts vary between: Monday through Friday 7:00 AM - 5:00 PM Position works scheduled days/periods per Center Coordinator.	Positions Supervised:	None
Prepared By Name:	Southeast Technical Institute Human Resources Staff	Approved By Name:	Tracy Noldner
Prepared By Title or Dept:	Southeast Technical Institute Human Resources	Approved By Title or Dept:	Vice President of Student Affairs and Institutional Research
Prepared By Date:	July, 2016	Approved By Date:	July, 2016

POSITION SUMMARY

Attend to children in a child care setting. Perform a variety of tasks, such as teaching, interacting, feeding, cleaning, and overseeing play. Work with other team members collaboratively to ensure that the optimal operational setting is prepared and functional for the various age-groups of children in the center.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

- Support children's emotional and social development, encouraging understanding of others and positive self-concepts.
- Assist in preparing the learning environment by setting up interest centers and preparing needed instructional materials and supplies.
- Keep records on individual children, including daily observations and information about activities, meals served, and medications administered.
- Instruct children in health and personal habits, such as eating, resting, and toilet habits (provide physical assistance when needed).
- Assist in preparing food for children and serve meals and refreshments to children and regulate rest periods.
- Sterilize bottles and prepare formulas.
- Organize and participate in recreational activities, such as games.
- Observe and monitor children's play activities.
- Sanitize toys and play equipment.
- Organize and store toys and materials to ensure order in activity areas.
- Maintain confidentiality at all times. Treat all adults and children with dignity and respect.
- Participate in staff in-service training when applicable.
- Assist in other duties as assigned by the Child Care Supervisor.

POSITION QUALIFICATIONS

Competency Statement(s)

- Accountability - Ability to accept responsibility and account for his/her actions.
- Enthusiastic - Ability to bring energy to the performance of a task.
- Friendly - Ability to exhibit a cheerful demeanor toward others.
- Reliability - The trait of being dependable and trustworthy.
- Responsible - Ability to be held accountable or answerable for one's conduct.
- Adaptability - Ability to adapt to change in the workplace.
- Empathetic - Ability to appreciate and be sensitive to the feelings of others.
- Team Player/Interpersonal - Ability to get along well with a variety of personalities and individuals. Approaches job duties collaboratively and is open to feedback that ultimately benefits the children that are cared for in the center.
- Patience - Ability to act calmly under stress and strain, and of not being hasty or impetuous.
- Creative - Ability to think in such a way as to produce a new concept or idea.

SKILLS & ABILITIES

Education: High School Diploma or GED required

Experience: Work experience in a child care environment required.

Certificates & Licenses: None required.

Other Requirements:

- Ability to operate Center's computer programs and communicate through Microsoft Outlook email.
- Ability to care for a group of children (within ratio) without any other adults present.
- Must attend at least 20 hours of inservice training which includes CPR and Basic First Aid.
- Must be at least 18 years of age.
- Must have current South Dakota driver's license and must have maintained a safe driving record.
- Must be able to pass a criminal background check.
- Must be cleared through the Central Registry Screening of Child Abuse and Neglect.
- Name cannot be listed on the State and National Sex Offender Registry.

PHYSICAL DEMANDS

Physical Demands

Stand	C (Constantly)	<u>Lift/Carry</u> 10 lbs or less	C (Constantly)
Walk	C (Constantly)	11-20 lbs	C (Constantly)
Sit	O (Occasionally)	21-50 lbs	C (Constantly)
Handling / Fingering	C (Constantly)	51-100 lbs	O (Occasionally)
Reach Outward	C (Constantly)	Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	O (Occasionally)	<u>Push/Pull</u>	
Climb	O (Occasionally)	12 lbs or less	C (Constantly)
Crawl	O (Occasionally)	13-25 lbs	C (Constantly)
Squat or Kneel	F (Frequently)	26-40 lbs	F (Frequently)
Bend	F (Frequently)	41-100 lbs	O (Occasionally)

N (Not Applicable)

Activity is not applicable to this occupation.

O (Occasionally)

Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently)

Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

C (Constantly)

Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

Other Physical Requirements:

This position will spend partial hours sitting, standing, walking/running while interacting with daycare children and parent/guardian/supervisor. Move supplies and materials in assigned center and the daycare complex according to physical demands of the position.

Talking

- Ability to express or exchange ideas by means of the spoken word.
- Sufficient for conveying spoken information in a variety of activities and situations.

Vision

- Sufficient visual acuity for extensive reading; to prepare and analyze data and figures; view a computer screen; and visual inspection/assessment.

Sense of Sound

- Sufficient to hear sounds at normal speaking levels with minimal correction.
- Ability to receive detailed information through oral communication.

Sense of Touch

- Handling - Working primarily with hands/hand and requires the employee to sufficiently seize, hold, grasp, and turn with one or both hands.
- Fingering - Working primarily with fingers/finger and requires the employee to sufficiently pick up and pinch a variety of items.
- Feeling - Perceiving attributes of objects such as size, shape, temperature, or texture. Requires the employee to be able to primarily touch with the skin (primarily that of fingertips).

WORK ENVIRONMENT

Work area will consist of indoor and outdoor areas. Indoor work environment is climate controlled. Outdoor work environment may vary in temperature and humidity. Moderate to occasionally loud amounts of noise due to children/staff interaction and activities, and indoor/outdoor activities and environments. Exposure to communicable diseases.

EMPLOYER STATEMENT AND EMPLOYEE AUTHORIZATION

EMPLOYER STATEMENT

Southeast Technical Institute has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors and/or Administrators as deemed appropriate. This document does not represent a contract of employment, and Southeast Technical Institute reserves the right to change this job description and/or assign tasks for the employee to perform, as it may deem appropriate.

EMPLOYEE AUTHORIZATION

I have read this job description and completely understand all of my job duties and responsibilities. I am able to perform the essential functions as outlined with or without reasonable accommodation. I understand that my job may change on a temporary or regular basis according to the needs of my location and/or department without it being specifically included in the job description. If I have questions about job duties not specified on this job description that I am asked to perform, I should discuss them with my immediate supervisor and/or an Administrator. I further understand that future performance evaluations are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor and/or Administrator. I have discussed any questions I may have about this job description prior to signing it.

Employee Signature: _____ Date: _____

Employee Print Name: _____