

**Roswell Independent School District
Job Description**

Job Title: GRADS CHILD CARE ASSOCIATE

Reports To: GRAD/NURSERY TEACHER AND PRINCIPAL

General Job Description:

Under the general direction of the Grads/Nursery Teacher and/or Principal work with young children in a child care setting, with high school student/parents to assist with delivery of child care and the curriculum.

Essential Duties and Responsibilities:

1. Ensure Child Care Center (CCC) facilities and equipment is clean and free of potential hazards.
2. Maintain CCC district and state licensing standards as prescribed in pertinent policies, rules and regulations including current certification in first aid and CPR.
3. Assist with the care, feeding, wash-up and toilet routines (diapering and changing bedding) of the babies and toddlers.
4. Assist with content-appropriate learning activities and procedures for infants, toddlers, student/parents and student aides in the nursery lab.
5. Alert the Grads/Nursery Teacher of any potential problems or situations with students (aides, or student-parents) or the infants and toddlers in the CCC.
6. Establish a supportive and sympathetic relationship with students and their families including motivation of students regarding parenting and model exemplary conduct at all times.
7. Participate in on-going professional growth activities such as college courses, in-service training as required by state licensing regulations (currently 24 hours a year).
8. Knowledge of child development, functions of classroom, working in a child care/education environment.
9. Model respect, cooperation, understanding and appreciation of a diverse clientele.
10. Work positively with infants, toddlers, students, staff and parents.
11. Use office equipment.
12. Monitor and attend children in a small space.
13. Use playground equipment for children's safety and/or recreation.
14. Maintain confidentiality with sensitive matters.
15. Be flexible and able to prioritize tasks and maintain accurate and detailed records.
16. Report to work on time and work no less than 7 hours per day.
17. Work independently with very little supervision.
18. May be required to perform other related functions as assigned by your supervisor(s).

Supervisory Responsibilities:

Assist with supervising student aides in the nursery lab as needed.

Qualifications:

1. High School diploma or GED.
2. Associate of Arts degree or Child Care Development Associate (CDA) certificate preferred.
3. Must be able to obtain a Valid Educational Associate licensure.
4. Must have two (2) Background Checks; one for RISD and one for CYFD **at the cost of \$44.00's each and paid for by the employee.**
5. Prior experience in a Day Care environment working with infants, toddlers, and pre-school.
6. Experience working in an educational environment.

Physical Requirements:

Sitting, standing, lifting and carrying (up to 40 pounds), climbing stairs, reaching, stretching, squatting, kneeling, having full mobility of fingers/hands, and moving light furniture may be required, unless ADA accommodations have been mutually agreed on and does not create an undue hardship upon the district.

GRADS CHILDCARE ASSOCIATE (CONT'D)

Safety and Health:

Knowledge of universal hygiene precautions (blood borne pathogens, body fluids, etc.)

Equipment/Material Handled:

Must know how to properly operate, or be willing to learn to operate, multi-media equipment including current technology as needed.

Work Environment:

Must be able to work within various degrees of noise and temperature. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hours work may be required. May work under stressful conditions on occasion.

Terms of Employment:

Salary and work year to be established by the Board.

I have read and understand the responsibilities and duties as described in this job description and can meet all essential functions.

Signature

Printed Name

Date