

School Age Child Care Worker Job Description: Para Level

PRIMARY PURPOSE:

The School Child Care Worker will maintain a safe and stimulating environment for young children.

QUALIFICATIONS:

Education/Certification:

Minimum: Must be at least 18 years old w/ High School diploma

Preferred:

- AAS Degree in Child Care or Education
- At least 12 months of Prior Childcare experience preferred
- First aid/CPR Certification
- Must be flexible and adaptable to meet the needs of the children and program
- Knowledge of child development theories and practices
- Knowledge of safe and appropriate activities for children

Experience:

- Experience working in a childhood setting
- Experience working with parents and children
- Experience working with families with diverse cultural and economic backgrounds

MAJOR RESPONSIBILITIES AND DUTIES:

Assist in the creation of a classroom environment conducive to learning and appropriate to the physical, social, and emotional development of students.


1. Perform duties as planned under the leadership of the Coordinator
2. Interact with the children in a way which conveys respect and nurturing
3. Support the social and emotional development of children
4. It will be the child care provider's responsibility to play with children; this will often mean getting down on the floor to interact with them
5. Provide activities and opportunities that encourage curiosity, exploration, and problem-solving appropriate to the development levels of the children
6. Assist in the selection of books, equipment and other instructional materials appropriate for the school age care program
7. Maintain attendance records of children participating in the school-age care
8. Maintain a safe environment based on safety standards set by the program
9. Assist in the cleaning and straightening of the child care rooms at the end of the day, as well as putting away any outside equipment
10. Work cooperatively and effectively as a team member by communicating and contributing information on a continuous basis
11. Maintain open, friendly, and cooperative relationship with each child's family and encourage their involvement in the program
12. Continue professional development through attending workshops, conferences, and other staff development
13. Demonstrate behavior that is professional, ethical, and responsible

Perform other duties and responsibilities as assigned by the Coordinator

This position is open until filled. Qualified applicants can submit the application found on the website.

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