

# SYLVAN UNION SCHOOL JOB DESCRIPTION

Non-

**JOB CLASSIFICATION TITLE:** Child Care Instructor

**Description of Position** Under general supervision and direction of the Supervisor of Child Care, performs necessary duties as assigned to meet the needs of all children enrolled in the child care program as well as provides leadership and direction to Child Care Aides.

## **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

Essential functions and responsibilities may include, but are not limited to:

- Responsible for the daily operation of the assigned site.
- Maintain daily attendance records of children.
- Develop a monthly lesson plan and prepare instructional materials.
- Plan and coordinate the daily work of the Child Care Aide.
- Communicate professionally with families as well as enroll new families to program.
- Create a functional, safe and appealing physical environment.
- Work with Supervisor of Child Care on supply needs.
- Attend necessary staff meetings and training.
- Establish and maintain a positive, professional, helpful, constructive attitude and working relationship with site staff, District Employees, students, parents, and the general public in all situations.
- Reorganize and lock sites at the end of day.
- Perform first aid as required.
- Dispense medication to children and performs health checks as needed under District guidelines.
- Model behavior techniques including positive behavior interventions and reinforcement strategies.
- Provide one to one assistance as needed for students.
- Perform other related work as assigned.

## **MINIMUM QUALIFICATIONS:**

High school diploma or equivalent.  
Minimum of 12 Child Development units

## **DESIRABLE QUALIFICATIONS:**

Experience working with school age children

## **PHYSICAL REQUIREMENTS:**

*The physical requirements indicated below are examples of the physical aspects that this classification must perform in carrying out essential job functions:*

1. Ability to lift, carry, push, or pull objects which may exceed 30 pounds.
2. Ability to sit, stand, walk, bend, stretch, kneel, stoop, twist, climb and balance without restriction for extended periods of time.
3. Visual acuity sufficient to read, write and work with printed information as well as information on a computer or device screen/monitor.
4. Auditory acuity sufficient to effectively understand information from others in person and/or over the telephone.
5. Ability to speak clearly with the ability to be heard and understood on the telephone and other devices and in work site conversations.

6. Sufficient dexterity to manipulate small objects, type and utilize a 10-key and calculator as well as print and write legibly.
7. Sufficient physical ability to reach horizontally and vertically with arms.

**PERSONAL QUALITIES:**

1. Appearance, interpersonal and communication skills which establish a professional role model and example.
2. Ability to meet district standards for physical and mental health.
3. Ability to speak, understand, and write English clearly and accurately.
4. Ability to communicate effectively with staff and other stakeholders in a sensitive and effective manner.
5. Demonstrate good judgment, tact, patience, and confidentiality.
6. Ability to work cooperatively and professionally with all stakeholders.
7. Ability to work collaboratively, think creatively, critically and problem-solve independently.

**WORK YEAR:**

**SALARY RANGE:**

CSEA Approval:

Board Approval: