

# SYLVAN UNION SCHOOL DISTRICT JOB DESCRIPTION

## Child Care Instructor

### Description of Position

Under the general supervision and direction of the Supervisor of Child Care Coordinator, 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 the Child Care Aides. and an adequate program to meet the needs of the children being served and is responsible for program operations as assigned.

### Directly Responsible To:

Child Care Coordinator

### ~~Major Duties~~ Essential Functions and Responsibilities:

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

1. —Is Responsible for the daily operation of the assigned site.
2. —Enrolls all families.
3. —Is responsible to give site Develop a monthly lesson plan and prepare instructional materials. snack menus to Child Care Coordinator.
4. —Gives order list to Child Care Coordinator. Work with Supervisor of Child Care on supply needs.
5. —Meets as necessary with site staff to discuss program concerns.
6. —Is responsible for daily activities for assigned group of children.
7. Dispense medication to children and performs health checks as needed under District guidelines. does lice checks.
8. —Is responsible for lunch counts and cafeteria supplies.
9. Perform minor first aid as required.
10. Plan and coordinate the daily work of the Child Care Aide.
11. 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. standards of student behavior in consultation with the Director of Child Care needed to achieve a desirable atmosphere and psychological security within the program.

12. Model behavior techniques including positive behavior interventions and reinforcement strategies.
13. Performs basic Maintain daily attendance records of children. accounting and business services as required.
14. Create a functional, safe and attractive appealing physical environment.
15. Is responsible for planning monthly activities for assigned group of children.
16. Communicate professionally with parents families as well as enroll new families to program.
17. Cleans Reorganize and lock rooms sites at end of day.
18. Attend necessary staff meetings and inservice training.
19. Provide one to one assistance as needed for students.
20. Perform other related work duties as assigned

#### **Minimum Experience and Job Requirements** **Desirable Qualifications**

1. Children's Center Permit desirable
2. Experience working with school age children.

#### **Working Conditions: Physical Requirements**

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

With or without the use of aids:

1. Ability to lift, carry, push, or pull objects which may frequently exceed 25 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 terminal; or device screen/monitor.

4. Auditory acuity sufficient to effectively understand information from others in person and over the telephone;
5. Ability to speak clearly with the ability to be heard and understood on the telephone and in work site conversations;
6. Sufficient dexterity to manipulate small objects, type and utilize a 10-key and calculator and as well as print and write legibly;
7. Sufficient physical ability to reach horizontally and vertically with arms; and
8. Sufficient depth perception to file and retrieve documents;

#### **Education Requirements:**

1. High school diploma or equivalent.
2. Minimum of 12 units in child development.

#### **Personal Qualities:**

Appearance, grooming interpersonal and communication skills and personality which establish a professional role model and desirable example.

Ability to meet district standards for physical and mental health.

Ability to relate to others in order to establish a positive rapport

Ability to speak, understand, and write English clearly and accurately.

Ability to communicate effectively with staff and other stakeholders in a sensitive and effective manner.

Demonstrate good judgment, tact, patience, and confidentiality

Ability to work cooperatively and professionally with all stakeholders.

Ability to work collaboratively, think creatively, critically and problem-solve independently.

CSEA Approved: 2/6/04

Board Approved: 3/2/04

CHILD CARE INSTRUCTOR

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