

Child Care Worker

Description

This position provides daycare services for the children of Berkeley Unified School District staff to assist with online classroom and recreation activities for the children and other related duties as required.

HOURS:

Up to 20 hours per week: Morning shift 8:30 am to 12:30 pm or Afternoon shift 11:30 pm to 3:30 pm

Qualifications

Knowledge of:

Principles, practices, and programs common to the field of child care and recreation services.

Ability to:

Plan, promote, and implement child care and recreation activities under direction of the After School Program Coordinator; establish and maintain working relationships with community and staff.

Essential Function Statements

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

- Plans, coordinates, and manages the operation of a child care site.
- Supervises participants assigned to the site.
- Prepares attendance reports, accident reports, enroll progress reports, weekly assignment reports, and other related reports.
- Maintains participant documentation.
- Documents complaints, accidents, and injuries occurring at the site.
- Meets with parents regarding problems and/or information related to the child care program.
- Follows established procedures and guidelines to provide a safe and healthy environment for children.
- Develops and implements plans for control of participants.
- Attends and participates in any required in-service training activities.
- Provides individual and group activity supervision indoors and outdoors.
- Assist with online distance learning, homework, and offers assistance as needed.
- Assumes equal share of joint housekeeping.
- Supports policies and goals of the child care facility.
- Assists in maintaining group discipline.
- Assists in set-up and clean-up of arts and crafts, sports, games, snack, and special events.

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- Supports policies and goals of the child care facility.
- Assists Coordinator in preparation of materials.
- Other duties as assigned by the After School Program coordinator.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience and Education:

Three (3) units of Early Childhood Education and one (1) year of experience in child care.

License or Certificate:

Possession of, or ability to obtain an appropriate valid California driver's license.

WORKING CONDITIONS:

Environmental Conditions:

Indoor facility and outside playground and field environments; exposure to playgrounds, grass, dirt, noise, dust, fumes, odors, inclement weather conditions, mildly ill children and occasional restroom accidents. Extensive contact with children, parents and general public.

Physical Conditions:

Physical demands include leading physical activities with children, walking, standing, dancing, playing or sitting; lifting and carrying; repeated bending, pulling, pushing, stooping, and squatting.

Must possess vision to read written materials, a computer screen; hearing and speech to communicate in person and over the telephone; finger dexterity to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment; the ability to sit or stand for extended periods, walk over uneven or slippery surfaces, bend, stoop, kneel, reach, as well as lift, carry, push and pull materials and objects up to 20 pounds.

Hourly \$19.25