

Alchesay Child Care Center

Position Description

TITLE: Child Care Attendant

GENERAL DESCRIPTION OF RESPONSIBILITIES: Under the general direction and guidance of the classroom teacher, assist in carrying out assigned teaching and auxiliary tasks. To provide instruction and care to children in the Alchesay Child Care Center; perform a variety of functions to enhance education; to have a positive working relationship with the AHS high school students, children, and staff.

PRINCIPAL DUTIES: (*essential functions*)

- Confer and plan with Educare Provider on day's goals and activities.
- Assist in the preparation of weekly lesson plans.
- Assist with classroom instruction and help to obtain appropriate materials and resources.
- Assist Educare Provider in monitoring, observing and screening students to determine individual student needs and notify the appropriate personnel.
- Assist with monthly reports as required by the center coordinator.
- Assist Educare Provider in maintaining educational progress records.
- Ensure that required equipment and supplies are on hand and that the work area and equipment are properly maintained.
- Supervise and assist in planning outdoor activities.
- Work with the Alchesay High School students completing their coursework in the classroom to ensure developmentally appropriate practices.
- Other duties as assigned

MINIMUM QUALIFICATIONS:

A high school diploma or GED.

6 months experience with young children.

The ability to obtain Child Development Associate (CDA) certification, CPR and First Aid Certification, and a Food Handlers card.

The ability to follow oral or written instructions; communicate effectively verbally and in writing; work effectively with young children; exercise initiative and good judgement; work effectively with the community, staff, and public.