

Nursery Attendant – Transportation

Job Title: Nursery Attendant – Transportation

Exemption Status/Test: Nonexempt

Reports to: Nursery Supervisor

Date Revised: November 2017

Dept./School: Transportation

Pay Grade: DA800 **Calendar Days:** 177

Appointed By: The Superintendent of Schools

Primary Purpose:

Provide supervision and facilitate a nurturing learning environment for the children in the nursery.

Qualifications:

Education/Certification:

High school diploma or GED

Have or obtain immediately upon employment obtain the state required training hours and CPR certification

Experience:

Previous experience working with children aged 2-10 (preferred)

Major Responsibilities and Duties:

1. Supervise and monitor children.
2. Organize meal and/or snack times.
3. Help children keep good hygiene.
4. Organize activities in a manner to enhance children's learning.
5. Develop schedules and routines.
6. Bring concerns to the attention of parents.
7. Keep appropriate and necessary records.
8. Work as a team with other nursery employees.
9. Follow all licensing and state laws.
10. Complete all required federal, state, local, and departmental reports.

Safety

11. Identify and remove any and all small objects that might be harmful to the children.
12. Supervise all aspects of activity of all children and adults in the facility.

Nursery Attendant – Transportation

13. Never leave children unattended.
14. Maintain knowledge of the location of first aid kits, fire extinguishers, emergency exits, and water at all times.
15. Must be able to stand, walk, and monitor children 100% of the time.

Other

16. Abide by all district and department rules and policies.
17. Work irregular hours as needed based on the needs of the department.

Supervisory Responsibilities:

None

Evaluation:

The Nursery Attendant's evaluation is a responsibility resting with the assigned supervisor. An evaluation shall be completed in writing at least once during the course of the fiscal year.

Salary:

As approved by the Board of Trustees

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including desk top-computer and peripherals

Posture: Prolonged standing; occasional bending/stooping, pushing/pulling, and twisting

Motion: Frequent, repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds) office supplies and toys

Environment: Work is performed in a classroom setting as well as playground; may require occasional irregular and prolonged hours

Mental Demands: Work with frequent interruptions, maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by

Date

Received by

Date