

**BERKELEY COUNTY SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: Daycare Worker – Temporary Position

FLSA: Non-Exempt

GENERAL SUMMARY

Under the direction of the Director of After School Programs assists in ensuring that the district **Vision, Mission and Goals** are achieved; and assist in the facilitation and implementation of the after school program.

ESSENTIAL FUNCTIONS:

Interacts with children in various activities (snack time, group or individual play, homework, etc.) for the purpose of providing a safe and positive learning environment.

Take attendance for daycare staff and students daily. If an instructor or student is absent, take appropriate steps as outlined in procedures.

Communicate with staff and parents as needed.

Provide supervision for students enrolled in daycare program.

Convey concerns and observations to After School Director.

JOB SPECIFICATIONS

Education and Experience:

Any combination equivalent to: graduation from high school and related experience working with children. High school students 16 years of age and older may also apply.

Valid CPR and first aid certifications preferred.

KNOWLEDGE AND ABILITIES:

Knowledge:

Basic needs and characteristics of school-age children.

Laws, regulations, policies and procedures related to assignment.

Behavior management techniques and strategies.

Skills/Effort:

- Take initiative to assist children.
- Work effectively with individuals and groups of school-aged children.
- Work cooperatively with others.
- Communicate effectively both orally and in writing.
- Understand and follow oral and written directions.
- Work confidentially with discretion.
- Maintain records.

Working Conditions:

- Classroom and outdoor environment.
- Noisy at times.
- Standing for extended periods of time.
- Bending at the waist to assist students.

Responsibility:

To supervise and maintain the safety of students from the end of school until parent pick up.

DISCLAIMER STATEMENT

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

SIGNATURES:

_____	Date: _____
_____	Date: _____
_____	Date: _____