



TITLE: CHILD CARE PROVIDER

FLSA: Non-Exempt Classified

Salary Range: 3

PURPOSE: To provide on-site child care for pre-school age children.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Responsible to the school principal for all duties outlined in the position description.
- Reports all significant problems, events, and occurrences on a timely basis.
- Consults routinely to clarify policy and departmental goals and objectives, and obtains authorization from the principal in all matters that require her/his authority and sanction.
- As sole provider, provides safe and nurturing child care services for 5 or fewer children up to 5 years old.
- Maintains, stores, and retrieves information in a timely, accurate, and efficient manner using standard office systems, equipment, and software.
- Performs related work assigned.

GENERAL PERFORMANCE REQUIREMENTS:

- Perform duties in a courteous and efficient manner that builds the confidence of staff, students, and the public in the Corvallis School District and enhances learning.
- Observe laws, district policies and procedures, and professional standards for the position.
- Establish and maintain effective working relationships with school personnel, parents, students and the public; work collaboratively as a team member.
- Maintain regular attendance at work and work activities and is punctual in meeting deadlines, attending meetings, and following schedule.
- Carry out work responsibilities with strong organizational skills effectively under pressure of deadlines, difficult situations, interruptions, and new or emergency conditions.
- Respect confidential information and the privacy of students, staff, and parents.
- Support students and staff in the district's career-related learning standards to encourage the development of independent work skills through career exploration and community involvement.
- Develop job skills necessary to meet changes in the position.
- Maintain personal appearance and hygiene appropriate to the position as defined by the district.
- Meet applicable district physical ability/health and safety guidelines for the position.

QUALIFICATIONS:

- First Aid and CPR certification or ability to obtain certification.
- Demonstrated ability to care for up to 5 children (infant through 5 years old) at one time.
- Ability to interact effectively with children, parents, and school staff.
- Ability to make sound decisions for the well-being of children in the child care center.
- Ability to travel among district facilities as needed; if driving, the ability to meet district driving standards.



PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is regularly required to stand and use hands to finger, handle, or feel objects, tools, or controls. The employee is required to regularly walk (occasionally on an uneven surface), occasionally sit and reach with hands and arms (frequently reaching above the shoulder), stoop kneel, or crouch. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

The employee regularly must lift, move, and/or carry up to 20 pounds, frequently lift and/or move up to 40 pounds, and occasionally lift and/or move more than 60 pounds with assistance. The employee may be exposed to blood borne pathogens. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment could be usually moderate to occasionally high.

NOTE: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions, or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify, or delete any aspect of this (or the position itself) at any time as it deems advisable.

The Corvallis School District does not discriminate on the basis of age, citizenship, color, disability, gender expression, gender identity, national origin, parental or marital status, race, religion, sex, or sexual orientation in its programs and activities, and provides equal access to designated youth groups.

The following person has been designated to handle inquiries regarding discrimination: Jennifer Duvall, Human Resources Director and Title IX Coordinator, jennifer.duvall@corvallis.k12.or.us 541-757-5840 | 1555 SW 35th Street, Corvallis, OR 97333

El Distrito Escolar de Corvallis no discrimina en base a la edad, nacionalidad, color, discapacidad, expresión de género, identidad de género, origen nacional, situación de los padres o de su estado civil, raza, religión, sexo u orientación sexual en sus programas y actividades, y proporciona igualdad de acceso a los grupos de jóvenes designados. La siguiente persona ha sido designada para atender las consultas acerca de la discriminación: Jennifer

Duvall, Director de Recursos Humanos y Coordinadora de Título IX, jennifer.duvall@corvallis.k12.or.us
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