

**Job Title:** Child Care Assistant  
**Department:** Assigned School Location  
**Reports To:** School Administrator  
**FLSA Status:** Non Exempt  
**Salary Schedule:** SC lane 02



## **SUMMARY**

This position requires a dependable, patient and nurturing aide to work with infants, toddlers, and teenagers in a nursery/day care setting under the direction of the Nursery Supervisor. It also requires the aide to get down on the floor and play, interact with high school students in a classroom setting and handle stressful situations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** *may include the following. Regular attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Assists in observing and recording feedings, diaper changes, sleep times, and follows appropriate techniques to reinforce acceptable behavior.

Assists nursery supervisor with the care of infants and toddlers.

Assists with responsibilities for procedures related to physical and medical needs of infants and toddlers.

Assists as needed with diapering, toilet training, feeding, and other self-help skills as needed.

Participates in the maintenance and carrying out of responsibilities for nursery/day care management.

Guides students in working and interacting harmoniously with other students.

## **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

**KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Ability to work effectively with students, infants, and toddlers. Ability to learn the special needs of infants and toddlers.

Ability to take instruction and learn tasks quickly and work with minimum supervision.

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to meet and interact with faculty, staff, and students with tact, courtesy, and discretion.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to learn emergency procedures and follow directions.

#### **EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED); or six months to one year related experience working with infants and toddlers; or equivalent combination of education and experience.

#### **CERTIFICATES, LICENSES, REGISTRATIONS**

This position does not require any certificates or licenses.

**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 sitting, using fingers and hands to handle, reaching with hands and arms, stooping, kneeling, crouching, crawling, talking or hearing. The employee is frequently standing and walking. The employee is occasionally tasting or smelling, climbing or balancing.

The employee is required to be able to lift 30 lbs, spend long periods of time on floor, playing with infants and toddlers; must be able to assist in the personal management needs of infants and toddlers (e.g. feeding, dressing, toileting, grooming, lifting, positioning, etc); must be able to escort and assist children in the facility and in the play yard.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**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.*

While performing the duties of this job, the noise level in the work environment is usually moderate to loud.

Employees working under this position description are considered to have regular contact with students who may place the incumbent at risk to bodily fluids. These employees are eligible to receive the Hepatitis A and B vaccines from the Southwest Utah Public Health Department, at no cost.

Prepared By: <b>Millcreek High School Administrator</b>			Date: <b>02/16/2005</b>
Approved By: <b>Executive Director, Human Resources</b>			Date: <b>02/16/2005</b>
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: <b>HR Position Management Specialist</b>	Date: <b>09/20/2007</b>
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: <b>HR Position Management Specialist</b>	Date: <b>09/28/2016</b>
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: <b>HR Assistant Director</b>	Date: <b>10/20/2017</b>
<input type="checkbox"/> Review	<input type="checkbox"/> Revised	By:	Date:

**EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:**

*By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.*

Print Name:	Date:
Employee Signature:	