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| **Job Description** |
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| **Title:** | Childcare Assistant |
| **Business Unit/Delegate:** | Pathway to Learning |
| **Department:** | Early Childhood |
| **Reports To:** | Center Director |
| **FLSA Status:** | Non-Exempt Full Time |
| **Date Approved/Revised:** | 7/2/2024 |

**Mission Statement:**

*ARVAC, Inc. promotes self-sufficiency and provides pathways out of poverty for individuals, families, and communities.*

**Job Summary:**

As a Childcare Assistant in the Pathway to Learning program for ARVAC Inc. classrooms, your primary responsibility is to ensure the safety and well-being of children during their classroom activities. You will supervise children during these transition periods, providing a secure and nurturing environment. Your duties may include overseeing recreational activities, assisting with meals, and maintaining a clean and organized space. Additionally, you will collaborate with other staff members to ensure a smooth transition between care and classroom activities, fostering a positive and supportive environment for children to thrive.

*\*The following job functions are not all-inclusive. Job duties may change as required by the needs of the agency. You will assume the responsibility of assuring that you working under to understand your role in accomplishing the strategic goals and performance measures of the Agency*

**Essential Duties & Responsibilities:**

The Childcare Assistants responsibilities chiefly fall within the following core functions, although s/he may perform other tasks as needed:

* Establishing and maintaining a safe, healthy learning environment, including maintaining required adult-child ratio and proper supervision of children at all time.
* Supporting the social and emotional development of children and using “positive guidance” approaches to dealing with challenging behaviors
* Interacting with children in an appropriate and supportive manner.
* Encouraging the involvement of the families of the children in a program and supporting the development of relationships between children and their families
* Working effectively with other teacher(s) in the assigned classroom and center.
* Following all ARVAC, Inc. policies and procedures related to health, safety, nutrition, and other aspects of center operations.
* Ensuring adherence to assigned schedule by reporting to work on time and communicating proactively with Center Director.

**Program Implementation**

* Follow the program curriculum providing ample opportunities for natural play and hands-on experiences that reflect the learning styles of individual children in the group.
* Establish and maintain a safe, healthy learning environment.
* Provide positive guidance and discipline supporting children as they acquire readiness skills for kindergarten and beyond.
* Feed all infants on demand
* Hold all non-mobile infants during feeding
* Supervise all classroom and outdoor activities.
* Understand regulations associated with the prevention of disease and injury, including proper diapering procedures, the exercise of universal precautions, and the prevention of contamination.

*Non-Essential Duties*:

• Sweeps/Mops classroom

• Follows center/playground cleaning schedule

• Completes laundry as needed

● Performs any and all other duties as assigned

**Job Specifications:**

To perform this job successfully, an individual must be able to carry out each essential duty in a satisfactory manner. The job specifications listed below are representative of the education and experience as well as the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

*Requirements:*

* High School Diploma or GED
* Must meet all other staff requirements
* Experience working with children
* Physical and background checks are required
* Maintain certification in CPR and First Aid
* Reliable transportation and valid driver’s license

*Knowledge, Skills, & Abilities:*

* Ability to interact effectively with people from diverse backgrounds.
* Ability to communicate effectively, verbally, and in writing.
* Demonstrated computer literacy skills, using MS Office applications and other basic data systems including internet navigation.
* Ability to collaborate with multiple stakeholders to successfully implement program plans
* Strong analytical skills in order to quickly assess situations, identify trends, develop solutions, and apply critical assessments to the larger context
* Must be honest, dependable, and able to meet deadlines.
* Self-motivated and able to work independently.

*Physical Requirements:*

* Ability to stand most of the time with some bending and reaching.
* Ability to stand, walk, and bend periodically.
* Ability to engage in repetitive movement of wrists, hands, and fingers – typing and/or writing.
* Ability to work frequently at close visual range (i.e. preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading).
* Ability to receive and respond to oral communication.
* Able to lift a child weighing 40 pounds, 20 times a day if needed
* Ability to exert up to 10 pounds of force to lift, carry, push, pull, or otherwise move objects.

*Work Environment:*

* Work is generally performed in an office environment.
* Noise level in the work environment is moderate to occasionally loud (examples: business office with computers and printers, light to moderate traffic, human voices).
* Standard office equipment generally used includes:
* Telephone
* Personal Computer (monitor, keyboard, and mouse) or Tablet
* Printer/Photocopy Machine
* Calculator
* Fax Machine

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*Employee Signature Date*

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*Supervisor Signature Date*

**We are an equal opportunity employer committed to creating a diverse and healthy workplace.**