



## JOB DESCRIPTION

### NAME AND JOB TITLE: **Childcare Assistant**

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Exempt: No

Introductory Period: 90 days

Supervisor: Center Manager

Work Period: 12 months per year

Department: Early Head Start

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### GENERAL DESCRIPTION

The Child Care Assistant for the Birth to Five Program is responsible for planning and directing classroom activities in the absence of one of the EHS Teachers. This position will float from classroom to classroom as needed. Must be able to communicate effectively with infants and toddlers, their parents, and other staff members. Must be able to address the educational, health, nutrition, social, and family needs of the child. Must be able to budget time wisely. Responsible for the safety and care of children in the classrooms.

### ESSENTIAL DUTIES AND RESPONSIBILITIES. The Childcare Assistant will:

- Maintain a professional attitude and adhere to personal policies, program regulations, and performance standards.
- Participates in monthly staff meetings.
- Responsible for going through the chain of command by discussing problems with the immediate supervisor.
- Prepares bottles/cups as needed by infants on demand. Cleans bottles/cups after use.
- Deliver food carts to the classrooms for breakfast, lunch, and snack.
- Cleans up the classroom after meals, takes the cart back to the kitchen, and cleans tables and floors.
- Should set a routine to ensure classrooms are clean and sanitized daily.
- Clean and sanitize playgrounds daily, complete the Daily Playground Checklist, and report any concerns.
- Assist with kitchen duties.
- Assist with cleaning the kitchen area.
- Completes necessary documentation.
- Responsible for assisting with preparing classrooms for the next day of class.
- Participate in ongoing monitoring of the program.
- Assist in cleaning and sanitizing infant and toddler toys.

- Assist in cleaning non-classroom areas in the center as assigned by the supervisor.
- Assist with arranging the physical environment in which children work and play.
- Wash the blankets weekly and towels daily.
- Sweeps and mops floors.
- Assist with the teacher's breaks.
- Assist with child-teacher ratio as needed.
- Assist with attendance/daily meal count as needed.
- Ensure meal counts are completed at the point of service (when students are eating).
- Assist with meal preparation.
- Complete height and weight on all children twice a year and send the report to their supervisor and the nutrition manager.
- Work constructively with volunteers in the classroom.
- Move children towards school readiness goals through individualized planned learning opportunities.
- Assist with 45-day developmental screenings as needed.
- Use Conscious Discipline as the method for redirection of behaviors.
- Ensure active supervision is used.
- Regular work hours are from 7:30 a.m. until 3:30 p.m. Any schedule variation must be approved by the supervisor.

#### **OTHER DUTIES AND RESPONSIBILITIES**

- Perform any other assigned task relevant to the effective operation of the program or other tasks assigned by the supervisor.

#### **AGENCY REQUIREMENTS**

1. Appearance: Maintain a professional appearance and hygiene.
2. Reliability: Dependable in carrying out responsibilities.
3. Safety: Adheres to safe regulations and policies.
4. Punctuality: Adheres to scheduled work hours.
5. Compliance: Comply with performance standards, childcare regulations, and agency policies and procedures.
6. Driver's License: Must have a valid Texas driver's license and automobile insurance with an employee name in order to be insurable by the agency's insurance company.
7. Professionally represent Tri-County Community Action, Inc. in all situations.
8. Maintain confidentiality of all information.
9. Maintain building security.
10. Assist with all safety and supervision of EHS/HS children.

#### **EDUCATION AND WORK EXPERIENCE REQUIREMENTS**

- High school diploma or GED required.
- Child Development Associate (CDA) in infant/toddler is desirable.
- Obtain and recertify CPR and first aid certifications.

- Obtain and recertify food handler's certification within 1 month of hire.
- Experience working with young children.
- Ability to be calm and make good judgement in stressful situations.
- Strong communications skills
- Must have a valid Texas driver's license and automobile insurance with the employee's name in order to be insurable by the agency's insurance agency.

### **REQUIRED SKILLS/ABILITIES**

Language Skills: Oral and written communication skills. Experience working with others.

Reasoning Ability: Problem-solving skills.

Physical Demands: Must be able to lift or move 20 to 25 pounds. Expected to be an active participant in the work and play activities so they must be in good physical health.

Other Skills/Abilities: Computer skills are required. Ability to develop consistent, stable, and supportive relationships with very young children.

### **PERSONAL QUALITIES**

- Must genuinely like young children and enjoy working with them.
- Must be clean and neat in appearance and therefore able to set a good example for hygiene practices for children.
- Have the ability to conduct oneself in a manner that relates to TCCA policies.
- Follows the four agency's behavior competencies: integrity, teamwork, professionalism, and compassion.

### **SUPERVISORY DUTIES**

None

### **DISCLAIMER STATEMENT**

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required.

All TCCA employees are at-will employees. Because your assignment is funded by grants, federal funding, and/or special funding, your continued employment is expressly conditioned on the availability of funding for the position. If funding becomes unavailable due to loss of state/federal funding or due to the financial constraints of TCCA, your position is subject to immediate termination.

## EMPLOYEE ACKNOWLEDGMENT

I have read and understand this job description. I certify that I am capable of fulfilling the requirements outlined in this job description and have received a copy of this document.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_