



## **JOB DESCRIPTION**

### **Child Care Center Specialist – Wagner High School**

#### **JOB DESCRIPTION:**

The Child Care Center Specialist, under the direct supervision of the Director, provides for the physical and instructional needs of the children. This person also assists in the delivery of services implementing an educationally and instructionally enriched program appropriate for toddlers.

#### **EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:**

- High School Diploma or GED
- One or more years of experience working with children or 30+ semester hours of college credit with emphasis on child growth and development
- Current child care center certification preferred

#### **ADDITIONAL REQUIREMENTS:**

- Skills testing will be required
- Must be eligible for state certification (required if hired)

#### **KNOWLEDGE / SKILLS / ABILITIES:**

- Ability to work well with children age 3-5
- Ability to follow verbal and written instructions
- Knowledge of general office equipment
- Effective organizational, communication, and interpersonal skills
- Ability to work well and in a positive manner with staff and parents
- Ability to instruct students and manage their behavior

#### **DUTIES AND RESPONSIBILITIES:**

1. Performs tasks under the general supervision of a director.
2. Assumes the roll of the Director in the Director's absence.
3. Works cooperatively with the director in preparing the classroom and the instructional materials for children.
4. Assists with units of instruction designated in the day care curriculum plan. Prepares and delivers instructional materials for children as directed.
5. Assists in managing student behavior and activity to facilitate a positive classroom climate.
6. Facilitates the classroom routines with the staff.
7. Supervises children in a variety of settings including but not limited to instructional, playground, nap/quiet time, library, art, and lunch activities.
8. Assists the director in evaluating children's performance and data collections.
9. Assists the director with routine tasks and participates and data collections.
10. Provides assistance to the director in preparing and using instructional materials.
11. Helps with record keeping, health routines, lunch room and playground activities.
12. Attends to the physical needs of students when necessary and assists in the training of self –help skills.
13. Attends appropriate inservice training sessions (15 hours per year).
14. Sanitizes the environment daily or as often as needed; maintains a healthy and safe classroom and playground.
15. Assists the director in evaluating children's performance and data collections.
16. Assists with maintaining the sign in/sign out sheet.
17. Accompanies and supervises children on field trips.
18. Assists with the completion of center documents.

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

**WORKING CONDITIONS:**

**MENTAL DEMANDS:** Ability to communicate (verbal and written), instruct, read, understand verbal instructions, and maintain emotional control under stress.

**PHYSICAL DEMANDS:** Ability to lift and/or carry heavy weight (45 pounds or more), hear, maintain visual acuity, speak, kneel, crouch and stoop.

**SUPERVISORY RESPONSIBILITIES:**

None

**EQUIPMENT USED:**

Basic office equipment

**Paraprofessional Pay Grade: 4**

**Days: 185**

**Wage/Hour Status: Nonexempt**

**Updated: May 16, 2008**

*The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.*