

JOB DESCRIPTION
Early Learning Center Caregiver 1

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| 1. LIFT Community Action Agency, Inc. | 2. Program: Early Learning Center |
| 3. Reports To: Center Director | 4. Title: Caregiver 1 |
| 5. Grade: One | 6. Date: October 2021 |
| 7. Approved By: Rebecca Reynolds,
Executive Director  | 8. Status: Non-Exempt |

JOB SUMMARY:

The Early Learning Center Caregiver 1 is responsible for the care, safety, well-being and education of children in the Center. The Caregiver 1 creates and manages a clean, attractive, warm and challenging learning environment as well as implements a curriculum. Must have the ability to read, speak and write with proficiency in the English Language and must maintain regular attendance. This is a Safety Sensitive position.

DUTIES AND RESPONSIBILITIES:

1. Planning and executing educational program of age appropriate activities for children in care and identifying each child's individual capabilities and needs.
2. Creating a positive learning environment.
3. Assure the welfare, health and safety of the children in the groups.
4. Ensure classrooms are age appropriate; supporting a child's need for autonomy, self-expression and exploration and ensure the classroom is sanitary and free of clutter.
5. Teach appropriate hygiene practices to children in care.
6. Organize and maintain classroom activity areas, materials and supplies and keeping the
7. Director advised of equipment and materials that need to be repaired and/or replaced.
8. Maintain constant supervision of children.
9. Taking daily attendance and keeping all required reports pertaining to the group.
10. Establishing and maintaining effective communication with parents.
11. Build good communications with other staff to create a pleasant and professional atmosphere.
12. Involve parents in all aspects of the classroom; greet parents and children pleasantly and appropriately ensuring a smooth transition into the center.
13. Smoking is not allowed on LIFT Community Action Agency, Inc. property. Additionally, no vulgar language is allowed. Cell phone use will be limited to emergency use only.
14. Maintain an environment that is tolerant and respectful of child and family cultures, values and differences. Assist Non-English speaking families.

15. Report to work at scheduled times and maintain good attendance; perform all duties in a timely and professional manner; participate with a positive attitude and behavior in all program activities; maintain a professional relationship with co-workers.
16. Keep all records and family information confidential.
17. Attend all trainings as required.
18. Understand the State Child Care Requirements and mission of the organization.
19. Keeping the Director informed of any classroom problems.
20. Performing any minor center cleaning and maintenance as needed.
21. Such other duties as may be assigned.

SUPERVISORY RELATIONSHIP:

The Early Learning Center Caregiver 1 works under the supervision of the Center Director and exercises no supervision over other employees.

QUALIFICATIONS:

1. High School Diploma or GED.
2. At least 2 years' experience working with infants and toddlers in a day care setting.
3. Obtain and maintain First Aid and Infant/Toddler CPR certification within 90 days of hire.
4. Obtain required criminal record check clearance prior to hire and during employment as required. Must not have pending charges, have entered a plea of guilty or nolo contendere, or have been convicted of; any criminal activity involving violence against a person; child abuse or neglect; possession, sale or distribution of illegal drugs; sexual misconduct; or an act of gross irresponsibility or disregard for the safety of others or a pattern of criminal activity; or required to register pursuant to the Sex Offender Registration Act or any person required to register under the Mary Rippey Violent Crimes Offenders Registration Act.
5. Must provide documentation of physical health examination; obtain an annual health exam and TB screening.
6. Must have reliable transportation, valid driver's license and auto insurance.
7. Possess an understanding of the needs of low-income families and an appreciation for the role of the parents as primary educators of their children.

MENTAL AND PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:

1. Must demonstrate ability to work effectively with people; possess excellent problem solving, planning and organizational skills. Be patient, able to resolve conflicts, be gentle, kind, creative, and resourceful. Possess detail and multi-task orientation with a strong desire to succeed and be able to cope well with stress.
2. Constantly must be able to sit/stand in a stationary position 50% of the time; stoop, bend, walk, talk, hear, use hands to grip, type, reach with hands and arms, occasionally required to stand or walk on uneven surfaces, and climb stairs, run short distances, crawl on floor with children.
3. Frequently must be able to move about inside the center to access classroom and/or office to access file cabinets, office machinery, etc.

4. Frequently must operate a computer and other office productive machinery, such as a calculator, copy machine, and computer printer.
5. Frequently must communicate with staff and others who have inquiries about the program. Must be able to exchange accurate information in these situations.
6. Occasionally must move/carry items weighing up to 30 pounds or more.
7. Frequently must be able to lift at least 30-40 pounds and lift arms above shoulders.
8. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
9. Occasionally must spend time daily sitting on the floor with children.
10. Constantly must visually monitor the behavior, learning, and activities of children.
11. Work in an enclosed facility, classroom and office environment; floors may be vinyl tile or carpeted. May come in contact with childhood diseases and blood on occasion.
12. Occasional home visits are conducted in family homes.

I have read and understand the job description listed above. My questions have been answered. I am fully qualified for this position and can perform the duties as described. I understand that this is not an exhaustive list of all my duties and responsibilities. I understand that Management (and no other) reserves the right to revise this job description as deemed necessary.

LIFT Community Action Agency, Inc. is an Equal Opportunity provider and employer. The functions, qualifications, requirements, and physical demands listed in this job description represent the essential functions of the job, which the employee must be able to perform either with or without reasonable accommodation. As an equal opportunity provider and employer, LCAA will make reasonable accommodations to enable individuals with disabilities to perform their job duties/functions. The listed job functions, duties and responsibilities do not necessarily include all activities that the employee may perform. Nothing herein restricts management's right to assign or reassign duties and responsibilities to this job at any time. This position is Non-Exempt from the provisions of the Fair Labor Standards Act and its amendments.

I certify that I understand and accept the responsibilities and duties of this position.

Employee Signature

Date

Employee Name (Printed)