

JOB DESCRIPTION
Early Learning Center Caregiver 1

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| 1. Little Dixie C.A.A. | 2. Program: Early Learning Center |
| 3. Reports To: Center Director | 4. Title: Caregiver 1 |
| 5. Grade: 1 | 6. Date: December 2019 |
| 7. Approved By: Rebecca Reynolds <i>RR</i> | 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 director advised of equipment and materials that need to be repaired and replaced.
7. Ensure outside play daily for all children.
8. Maintain constant supervision children.
9. Taking daily attendance and keeping all required reports pertaining to 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 will not be allowed on Early Learning Center 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 by the center director.

ON THE JOB SKILL REQUIREMENTS:

Must demonstrate ability to work effectively with people, possess excellent problem solving, planning, and organizational skills. Be patient, able to resolve conflicts, gentle, kind, creative, resourceful, detail and multi-task orientation with a strong desire to succeed and be able to cope well with stress.

ENVIRONMENTAL FACTORS/WORKING CONDITIONS:

Enclosed facility, classroom and office environment; floors may be vinyl tile or carpeted; may come into contact with childhood diseases and blood on occasion; occasional home visits are conducted in family homes.

SUPERVISORY RELATIONSHIP:

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

EDUCATIONAL QUALIFICATIONS AND OTHER REQUIREMENTS:

1. At least 2 years' experience working with infants and toddlers in a day care setting.
2. High School diploma or GED.
3. Obtain within 90 days of hire and maintain first aid and infant/toddler CPR certification.
4. Obtain required criminal record check clearance prior to hire and during employment as required. Must not have pending charges, entered a plea of guilty or nolo contendere, or 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 Rippy Violent Crime 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 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.
2. Frequently must be able to move about inside the center to access classroom or office equipment, etc.
3. Frequently must operate a computer and other office productivity machinery, such as a calculator, copy machine, computer and printer.
4. Frequently must communicate with staff and others who have inquiries about the program. Must be able to exchange accurate information in these situations.
5. Occasionally must move/carry items weighing up to 30 pounds or more.
6. Frequently must be able to lift at least 30 to 40 pounds and lift arms about shoulders, and spend time daily sitting on the floor with children.
7. Constantly must visually monitor the behavior, learning, and activities of children.

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.

Little Dixie 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, LDCAA 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)