

TRI-COUNTY COMMUNITY ACTION, PROJECT HEAD START/EARLY HEAD START

JOB DESCRIPTION

JOB TITLE: Child Care Assistant

DEPARTMENT: Head Start Birth to Five Program

CLASSIFICATION: Full Time; non-exempt

GENERAL DESCRIPTION: The Child Care Assistant for the Birth to Five Program is responsible for planning and direction of all 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 educational, health, nutrition, social and family needs of the child. Must be able to budget time wisely. Responsible for the safety and care of all children in the classroom.

QUALIFICATIONS: High school diploma or GED required. Child Development Associates Credential (CDA) - center base setting infant/toddler endorsement. Experience working with infants and toddlers. Must obtain CDA credential for Infants and Toddlers or an equivalent credential within one year of hire. Must have training and experience necessary to develop consistent stable and supportive relationships with very young children. Experience teaching/working with infants/toddlers in public or private kindergarten, Head Start or Day Care.

CLASSIFICATION: Full time; non-Exempt

DUTIES:

- Maintain a professional attitude and adheres 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 immediate supervisor.
- Maintain confidentiality at all times.
- Maintain current certification in First Aid and CPR.
- Prepares bottles/cups needed by infants on demand. Cleans all bottles/cups after use.
- Delivers food cart to toddler room for lunch and snack.
- Cleans up toddler room after meals, takes cart back to kitchen, clean tables and floors.
- Works equally in both the infant room and toddler room. Should set a routine to ensure both rooms are clean and sanitized daily.
- Clean and sanitize playgrounds daily, complete daily playground checklist.
- Assist with kitchen duties when needed.
- Clean lunch room area.
- Completes necessary documentation.
- Responsible for getting rooms ready for the next day of class.
- Participates in Ongoing Monitoring of EHS program.
- Assist in cleaning and sanitizing infant and toddler toys.

- Assist in cleaning non-classroom areas in the center as assigned by supervisor.
- Help set up room and activities for infants and toddlers.
- Help to arrange physical environment in which children work and play.
- Wash blankets weekly and towels daily.
- Sweeps and mops floors.
- Clean infant Anti-Bacterial floor mats as needed per instructions.
- Assist with teacher's breaks when needed.
- Assist with daily meal count as needed.
- Complete height and weight on all children twice a year and send report to supervisor/Nutrition Manager.
- Must be able to lift 20 to 25 pounds if needed.
- Regular work hours are from 7:30 a.m. until 3:30 p.m. Any schedule variation must be approved by supervisor.
- Must possess a valid Texas Driver's License and be insurable by the agency's insurance company.
- Have the ability to conduct one's self in a manner that relates to TCCA Policies and Procedures both on and off the job.
- Perform any other assigned task relevant to the effective operation of the program or other tasks assigned by supervisor.
- Follow the four agency Behavior Competencies: Integrity, Teamwork, Professionalism and Compassion.

SUPERVISORY DUTIES:

None

IMMEDIATE SUPERVISOR:

Center Director