



JOB DESCRIPTION – DAYCARE ASSISTANT

GENERAL DESCRIPTION:

To assist primary provider to plan, organize and supervise child care program to provide quality care that will be safe, enjoyable and enriching to children.

QUALIFICATIONS:

- Be at least 18 years of age.
- Have a high school diploma or equivalent.

If selected, the following will be required prior to working with children:

- Background check.
- Complete eight hours of the required 24 hours of pre-service training.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Maintain a safe and healthy environment.
- Instruct children in health and personal habits such as eating, resting, and toilet habits.
- Read to children, and teach them simple painting, drawing, handicrafts, and songs.
- Assist in preparing food for children and serve meals and refreshments to children and regulate rest periods.
- Organize and store toys and materials to ensure order in activity areas.
- Assist children in taking responsibility for equipment and materials they use and in being considerate of others.
- Assist primary provider with both long and short range activities in accordance with curriculum objectives and developmentally appropriate practice.
- Discipline children and recommend or initiate other measures to control behavior, such as caring for own clothing and picking up toys and books.
- Identify signs of emotional or developmental problems in children and bring them to parents' or guardians' attention.
- Observe and monitor children's play activities.
- Maintain daily open communication with parents
- Maintain confidentiality
- Inspect and replace damaged or lost materials
- Attend inservice and staff meetings
- Provide input for annual assessment of children's development