

DAY CARE AIDE

Code No: 4-18-256
NON-COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a responsible position involving assisting the Day Care Supervisor with group activities for children eight weeks to five years attending the high school based day care program. The work involves assisting in the preparation of materials for and supervising activities. Direct supervision is received from the Director of Pupil Personnel Services. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists the Day Care Supervisor in the preparation, implementation and supervision of group activities;

Assists children in activity participation;

Supervises and assists children during play, mealtime, naptime and toileting activities;

Assists in cleaning up center after meals and at the end of each day;

Confers with supervisor, support personnel and other staff to discuss needs of the children, parents and program;

Assists in maintaining the center's records;

Assists in evaluating the children and program;

Attends in-service training programs and participates in staff meetings;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of infant and toddler care and behavior; good knowledge of the practices and procedures involved in child care; ability to prepare and implement projects such as crafts, arts and games for toddlers; ability to deal effectively with infants and toddlers; ability to keep simple records; patience; initiative, integrity; health commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma.

NOTE: Part-time or full-time experience working with pre-school children in a structured environment such as a day care center or pre-school may be substituted for the education requirement on a year for year basis.

SPECIAL REQUIREMENTS: Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: July 12, 1984

REVISED: February 28, 1985