

DAY CARE WORKER

Code No. 4-18-345
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for planning and providing day care and ensuring the safety and well being of for preschool children. The Day Care Worker performs related activities such as snack preparation, clean-up, and recordkeeping. The employee reports directly to and works under general supervision from the Day Care Supervisor. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Plans and implements curriculum in detail for assigned age group;

Model and encourage appropriate teacher and caregiver behavior for teen child care students and teen parents involved in the center teen parent programs;

Prepares and supervises snacks and lunches for children;

Keeps supervisor informed in advance of programs, program needs, special problems or needs of individual children;

Keeps records and progress reports for each child;

Attends inservice programs and seminars;

Keeps storage and facilities clean and neat;

Plans room arrangements and decorates with children's posters and signs;

Conducts parent conferences;

Attends regular staff planning and evaluation meetings;

Assumes temporary responsibilities of the Supervisor during absences.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of infant and toddler interests and behavior; good knowledge of the practices and procedures involving in child care; working knowledge of the district's child care policies and procedures; ability to plan and implement a curriculum of activities for preschool children by age group; ability to demonstrate teacher and caregiver behavior as related to child care; ability to deal effectively with parents, infants and toddlers; ability to keep records and reports; ability to identify program needs, problems and improvements; ability to prepare lunches and snacks; ability to keep facility neat and orderly; ability to follow oral and written directions; patience; initiative; creativity; integrity; physical condition commensurate with the demands of the position.

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

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 18, 1991