

CHILD DAY CARE SENIOR STAFF**GENERAL STATEMENT OF WORK:**

Assist the Child Day Care Manager in the classroom instruction and developmental and recreational activities for combined preschool and school age children. Works under the direct supervision of the Day Care Manager.

DISTINGUISHING FEATURES OF THE POSITION:

Provide instructional and behavioral support to the Day Care Manager. Assists the Day Care Manager in the daily activities of the children in the program. Plans, implements, and supervises activities for a group of children within the program. Accompanies children to the dining room, restroom, another classroom, or playground as needed.

EXAMPLES OF WORK:

1. Assist the Day Care Manager as needed in the daily instructional, developmental, and recreational activities.
2. Temporarily assumes the Day Care Manager's role when he/she is absent.
3. Monitor the need for, and provide as necessary, individual instruction and support to day care participants.
4. Encourage children to perform self-care activities such as toileting, hand washing, etc.
5. Supervise recreational activities to ensure safe environment.
6. Supervise meals and snack times.
7. Act as Bus Monitor to pick up children from other Centers and Public Schools.
8. Assist with snacks.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Have a general working knowledge of child day care regulations and requirements. Ability to work effectively with children between the ages of 6 weeks and 13 years, and with their parents. Sensitivity to the needs of children and parents.

MINIMUM EDUCATION, EXPERIENCE AND TRAINING:

High school diploma, certificate of high school equivalent, or have successfully completed courses for credit from an accredited college or university. Must have completed 6 semester hours or 90 clock hours in child development and 45 hour Infant/Toddler class. One year of experience working primarily with preschoolers; or 1 year of college or a combination of experience and college to equal one year; or be at least 19 years old and hold an Associate of Arts degree in Early Childhood Education or in recreation.

EMPLOYMENT REQUIREMENTS:

Must possess a current physical and PPD (tine test). Must possess a current negative background check through Maryland State Police. Must possess a valid driver's license and have a vehicle available for work. Must be at least 19 years old. Must be CPR and First Aid certified.

CAC MISSION:

Position requires a willingness to work for and accept the mission and purposes of the CAC and the Wrap Around Day Care Program.