

CHILD CARE AIDE

DISTINGUISHING FEATURES OF THE CLASS: The work involves assisting the Child Care Assistant in the supervision and observation of infants, toddlers or pre-schoolers in a well-organized and safe physical environment. Work is performed under the supervision of the Child Care Assistant. Supervision is not a function of this class. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Feeds, diapers, dresses and tends to the needs of each infant, toddler or pre-schooler as appropriate;

Guides children in working and playing;

Maintains neat work and study areas;

Helps prepare instructional materials;

Alerts the Child Care Assistant to any problem or special observation about a child;

Copies materials, maintains equipment and replenishes supplies as needed;

Attends staff meetings and staff development activities appropriate to the position as assigned by the Child Care Assistant;

Takes direction from the Child Care Assistant regarding activity implementation, health and safety issues, discipline and nutrition.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Ability to establish good relationships with children and others; ability to maintain order in a day care setting; patience and tolerance; positive attitude; tact and courtesy; reliability; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and one (1) year of full-time paid (or its' part-time equivalent) experience in child care for which references can be supplied (minimum of two references).

ULSTER COUNTY
1242 CLD CAR AI
Classification: Non-Competitive OA

Adopted: July 28, 1994
Revised: December 10, 2003