

CHILD CARE ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: The work involves the responsibility of assisting the Child Care Coordinator in the supervision and observation of children. This includes ensuring a safe and healthy social and educational environment for the children. Work is performed under the supervision of the Child Care Coordinator. Supervision is exercised over Child Care Aides. 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.

Assists the Child Care Coordinator in planning, implementing and supervising all activities of the children;

Participates in staff meetings and staff development activities appropriate to the position as assigned by the Child Care Coordinator;

Assists the Child Care Coordinator with the preparation of reports for compliance reviews;

Participates in conferences with parents regarding the child's progress or any difficulties perceived;

Notifies the Child Care Coordinator of any unusual problems;

Assists in maintaining records for both individual children and the required paperwork for the classroom;

Supervises Child Care Aides as applicable.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of the individual and group needs of young children in an early childhood setting; 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, Either:

- A. Possession of an Associate's Degree in Early Childhood Development or closely related field,
OR
- B. Two (2) years of full-time paid (or its' part-time equivalent) experience in child care for which references can be supplied (minimum of two references).
- C. An equivalent combination of training and experience as indicated above.

Child Care Assistant

Page 2

ULSTER COUNTY
1243 CLD CAR AS
Classification: Competitive
OA

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