

Lenawee ISD

Role Description

Position Title:	Childcare Provider – Before & After Preschool
Area:	Instruction
Reports To:	Supervisor – Trenton Hills Learning Center
Supervises:	n/a
Last Revised:	August, 2017

SUMMARY:

To design and implement a proper environment for growth and learning of infants/toddlers/preschoolers consistent with program standards and child care licensing regulations.

ESSENTIAL JOB FUNCTIONS *include the following. Other duties may be assigned.*

- Associated with children:
 - Supervision
 - Toilet needs including training
 - Feeding including snack preparation
 - Develop activities in the following domains of development – language, literacy, fine & gross motor, cognitive and social-emotional Indoor and outdoor play and activities
 - Dressing including training
 - Other activities as assigned by the Supervisor relating to child development
 - Promotes positive discipline techniques as stated in the Child Care Handbook
 - Hygiene including training
 - Screening each child using approved procedures and documentation
- Associated with the LISD:
 - Paper work including, but not limited to daily attendance, feeding charts, related to the children and State of Michigan Day Care Licensing Regulations
 - Develop weekly lesson plans of age appropriate activities
 - Develop age appropriate classroom design and structure
 - Attend all required LISD staff meetings Paperwork including, but not limited to, leave requests, time sheets, others requested by supervisor
 - Cleaning of equipment and toys
 - Compiling needed supplies and equipment lists
 - Other activities associated with LISD policies and requirements
- Associated with the parents:
 - Review and discussion of the guidelines in the Child Care Handbook
 - Interactions regarding children's daily activities and events
 - Paperwork including, but not limited to, sign in/out sheets
 - Any other interactions requested by the supervisor
- Associated with the classroom environment:

- Create a positive and loving environment free from judgmental or critical behaviors
- Create a learning environment through stimulating room set up and design including wall and ceiling decoration
- Create an environment of trust and rapport through positive interactions with children and parents
- Develop self-expression in the children through developmentally appropriate activities
- Foster an environment of respect, honesty, and positive behavior by modeling these behaviors throughout each day
- Aware of and complies with LISD Policies and Procedures in support of non-discrimination standards
- Competencies, Skills and Abilities:
 - Ability to use computer for tasks such as for basic word processing, daily email, and electronic calendaring
 - Ability to balance figures
 - Ability to compile statistics
 - Ability to research information
 - Ability to prioritize multiple tasks
 - Ability to deal effectively with a changing environment and be open to new ideas
 - Ability to communicate in person, via phone and computer
- Physical Demands:
 - Able to lift 30 pounds
 - Occasional reaching/stooping/bending/kneeling/ crouching
 - Must be able to move intermittently throughout the work day with frequent prolonged standing/walking/ talking
 - Must be able to read and speak the English language
 - Must have visual acuity
 - Must be able to see, hear, and move intermittently, or use prosthetics that will enable you to function adequately to assure that the requirements of this position can be fully met
 - Must be able to cope with the mental and emotional stress of the position
- Working Conditions:
 - Handle high stress and multi-task situations
 - Must have a regular and reliable level of attendance
 - Occasional pressures due to multiple calls and projects
 - May be exposed to long and/or irregular hours

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:**Required:**

- High school diploma or GED
- At least one year experience working with infants/toddlers/preschoolers
- Excellent interpersonal skills with adults and children

Preferred:

- Experience working as a team member in a work environment or Associate Degree in Early Childhood Education
- Child Development Associate Credential (CDA)
- Experience in working with “at-risk” families

CERTIFICATES, LICENSES, and REGISTRATIONS

- First Aid
- CPR

TERMS OF EMPLOYMENT

Approximately 180 – 230 days per year, but may vary with assignment.

Non-Exempt, hourly rate based on Lenawee Preschool Academy schedule

EVALUATION

Performance of this job will be evaluated in accordance with provisions of the LISD Board Policy on “Staff Evaluation.”

Approved by:_____

Date:_____

Reviewed and Agreed to by:_____

Date:_____