

GOODWILL EASTER SEALS JOB DESCRIPTION – September 2007

TITLE: **Childcare Provider/Teacher** **Job No.** _____

DIVISION: Children and Family Services

CLASSIFICATION: Non - Exempt, Part Time or Full Time Grade _____

REPORTS TO: Child Development Center Director

Purpose of position:

To provide basic care of the children in the child development center.

Essential Functions: (must be able to perform these functions, with or without a reasonable accommodation).

1. Provides care, protection and supervision of children at all times.
2. Prepare, serve, and assist children in feeding of snacks and lunch, if appropriate during that shift.
3. Changes diapers and helps potty train and assists children when using the bathroom, following proper procedures and precautions to guard against the spread of germs and disease.
4. Develops and implements or follows a daily schedule that reflects rest, leisure and learning time, appropriate to meet the individual needs of the assigned children.
5. Maintains clean and orderly classroom and diaper-changing area (including daily sweeping/mopping/vacuuming, disinfecting tables, chairs, toys, potty chairs, changing table, washing dishes/utensils, emptying trash and diaper pail and other cleaning duties as needed.,
6. Adheres to guidelines described in program manual regulating the minimum standard for child care centers.
7. Assists, guides and directly interacts with children during free play and playground opportunities, as well as during other more structured group activities.
8. Uses appropriate behavior management techniques with children.
9. Follows assigned schedule for weekly cleaning of bathroom and preparing linen for laundry.
10. Maintains clear communication with parents and program staff as appropriate, including, but not limited to the completion of daily reports on all assigned children.
11. Ensures confidentiality of information concerning the children and children's families.
12. Offers every child physical affection, verbal praise and acceptance to promote a strong, healthy, self image for every child.
13. Follows procedures for opening and closing (locking up) the building.
14. Attends all staff meetings and in-service training as scheduled by director.
15. Stays informed of program information by reading daily news, minutes of staff meeting, monthly newsletters and other memos distributed through the center and main office.
16. Acts as a positive role model for employees and students in all aspects of professional performance.
17. Observes all safety procedures and personnel policies and ensures compliance by employees and students.
18. Regular attendance as outlined in Goodwill Easter Seals policy, is required.

Skills, knowledge, and abilities: (these are required to enable job holder to perform the essential functions of the job).

1. Must be able to work Monday – Friday and occasional evenings and weekends as scheduled.
2. Must be able to hear, see, talk, reach, handle, stoop, sit and lift a minimum of 30 lbs. as defined by the Dictionary of Occupational Titles.
3. Must be able to keep information confidential.
4. Must be able to market Goodwill Easter Seals and explain the mission to the general public and be able to interact cordially and productively with a variety of people.
- 5.. Must be able to read, write, and communicate clearly in English.

Experience and Education Requirements:

High school diploma or GED and experience with children with special needs and/or group child care settings.

Working Conditions:

Adequately lighted and ventilated building.

I have read and understand this job description. I have discussed this job description with the supervisor/manager who interviewed me. If offered this position, I will be able to perform the essential functions of this position with or without accommodation.

Applicant's Signature

Date

Supervisor/Manager's Signature

Date