



## **Daycare / Pre-School Assistant**

### **QUALIFICATIONS:**

- Evidence of good leadership and citizenship qualities, and an interest in children;
- Ability to communicate well with adults and children;
- Ability to conduct group activities in a fun, safe, and instructive atmosphere;
- Prior job-related experience of one to three years;
- Bilingual English/Spanish preferred;
- Have a First Aid card, as requested by supervisor; and
- Such alternatives to the above qualifications, as the Board may find appropriate and acceptable.

### **REPORTS TO:**

- Director of Special Programs and Day Care Lead Teacher

### **JOB GOAL:**

- To safely conduct program activities, while assisting the Day Care Lead Teacher with various tasks related to the program.

### **PERFORMANCE RESPONSIBILITIES:**

- Attend regularly;
- Notify school/department when absent according to contract specifications; and
- Adhere to arrival, rest periods and departure times.

### **Responsibilities include but are not limited to the following:**

- Oversee the set-up and clean-up of activities;
- Supervise groups of children in various activities;
- Maintaining a safe environment for children, staff, and parents;
- Assist other personnel in keeping the daily activities running smoothly;
- Support children's emotional and social development, encouraging understanding of others and positive self-concepts;
- Responsibly interact with children and help create a friendly atmosphere;
- Assist in supervising high school students as they do their practicum experience;
- Attend staff trainings and program meetings as required by the Director;
- Maintain daily records on all children and students;
- Communicate in a professional manner with parents; and
- Other duties as assigned.

### **PHYSICAL REQUIREMENTS**

- In an 8-hour day, employee may stand/walk 4-6 hours; sit 1-4 hours; and/or drive 1-4 hours;
- Employee may use hands for repetitive grasping (i.e., filing), pushing/pulling up to 40 pounds of equipment, and fine manipulation (i.e., keyboard); and
- Employee may need to bend, twist, stoop, reach overhead, squat, climb stairs and lift occasionally.

### **TERMS OF EMPLOYMENT:**

- According to Board policy and procedures, master contract, and school calendar.

### **EVALUATION:**

- Performance will be evaluated annually in accordance with Board policy and established procedures.

I have received a copy of this job description.

---

Signature

---

Date