

Madera Unified School District Classified Job Description

Child-Care Provider (Supplemental Help)

Purpose Statement

Under the direction of the Director of Community Services and Parent Resource Centers or a designated administrator of other educational programs; the Child-Care Provider will provide quality childcare and a safe and loving environment for children while parents are receiving a variety of professional trainings.

This job reports to the Director-Community Services and Parent Resource Centers or a designated administrator for other educational programs.

Essential Functions

- Implement activities for both small and large group activities.
- Supervise and be actively involved with children.
- Model professional and respectful behavior for the children/parents.
- Treat children with dignity and respect.
- Help children learn personal responsibility and respect for fellow children.
- Responsible for health and safety of children at all times.
- Actively supervise activities of students in the classroom and during outdoor activities, including clean-up activities.
- Order supplies for instructional activities.
- Prepare snacks for children.
- Provide care for infants, toddlers, preschool and grade school children.
- Establish schedules and routines to ensure that children are provided with enough physical activity, rest and playtime.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the Parent Resource Centers.

Job Requirements:

Skills, Knowledge and Abilities

SKILLS: Specific skilled-based competencies required to satisfactorily perform the functions of the job include: applying district, state and federal policies and regulations.

KNOWLEDGE OF: Basic child development and general signs of healthy social/emotional functioning; interpersonal skills using tact, patience and courtesy; reading and writing communication skills; safety

and health practices and precautions; correct English usage, grammar, spelling, punctuation and vocabulary.

ABILITY TO: Function as a supportive, non-threatening, non-judgemental caretaker capable of active listening and conducting non-directive and/ or directive play; communicate, understand and follow both oral and written directions effectively; establish and maintain cooperative and effective working relationships with a diverse range of people; determine appropriate action within clearly defined guidelines; communicate using patience and courtesy in a manner that reflects positively on the organization; apply integrity and trust in all situations; learn District organization, operations, policies, objectives and goals.

Responsibility

Responsibilities include: providing information and/or advising others; Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally, the job requires 15% sitting, 70% walking, and 15% standing. Indoor and outdoor environment. Constant interruption. This job is performed in a generally clean and healthy environment.

Minimum Qualifications

Experience: One year of work experience in a school or youth organization; preferably experience working with children of various age groups.

Education: High School diploma or equivalent.

Required Testing

Pre-employment Proficiency Test

Certificates

Valid First Aid and CPR Certificate

Continuing Educ./Training

None Specified

Clearances

DOJ/FBI Background Clearance

TB Clearance

Immunizations (Influenza vaccine, Pertussis, Measles)

Physical Demands (B)

FLSA Status

Non Exempt

Approval Date

Salary Range

\$18.00 per hour