

Ensures children have adequate rest/nap time

Follows all Agency policies and procedures in regards to discipline policies, reporting abuse/neglect as a mandated reporter, potty training and supervision of children.

Has regular communication with child's parents regarding progress, concerns or questions.

Reports verbally and in writing detailing incidents of any injury or accident occurring at the center.

Obtains a minimum of ten hours of approved in-service training.

Attends and participates in staff meetings or events planned by the center for parents and/or children, as requested.

Follows all KDHE regulations in regard to child care centers.

Completes documentation and forwards reports containing descriptive, analytical and evaluative content.

Refrains from assuming any duty that is unrelated to and/or interferes with the responsibilities of the position.

Advocates, promotes and practices cultural sensitivity and responsiveness in all day-to-day interactions.

Develops, promotes and practices teamwork in all activities.

SUPERVISION:

No direct supervisory responsibilities.

III. EDUCATION, EXPERIENCE AND OTHER QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below 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:

Option 1: Six months teaching experience in licensed facility with children of the same age as enrolled in the center.

Option 2: Five sessions of observation, for not less than 2.5 consecutive hours, in licensed facility with children of the same age as enrolled in the center. And ten hours

of workshops approved by the state for licensing staff.

Option 3: Minimum of three college semester hours of academic credit or equivalent training in child development, early childhood education & training. Supervised observation in high school or college or three months work experience with children of the same age as enrolled in the facility.

Option 4: A child development associate credential.

PRESENTATION SKILLS:

Ability to read, analyze and interpret common scientific and technical journals. Ability to respond to common inquiries or complaints from clients or regulatory agencies. Ability to effectively present information to clients, parents, and public groups.

FINANCIAL/COMPUTATIVE SKILLS:

Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations. Familiarity with computers and their capabilities.

ANALYTICAL ABILITY:

Ability to define problems, set measurable outcomes, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS:

None

IV. PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk, hear, stand, sit and walk. The employee frequently is required to use hands and fingers; climb or balance; and stoop or kneel. The employee is required to be able to safely operate a motor vehicle and be able to obtain a license therefore.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.

V. WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee

encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions.

The noise level in the work environment is usually moderate.

VI. PRINCIPAL ACCOUNTABILITIES

Daily care and supervision of children assigned to the room.
Ensures children are safe, happy and secure within their environment.

Ensures parents are regularly informed of the child's daily activities.

Ensures the environment of the room is age appropriate and clean.