

PERSONNEL REQUISITION

It is the policy of this Agency that no applicant, client, and/or employee of Little Dixie Community Action Agency, Inc., shall on the basis of race, color, national origin, religion, sex (including pregnancy and sexual harassment), age (40 or older), disability, political affiliation, protected veteran status, genetic information & testing, sexual orientation, gender identity, Family Medical Leave, participation in protected activity, or any other characteristic protected by law, be excluded from participation in or be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which Little Dixie Community Action Agency operates or is applying for funding

Position Title Caregiver 2

Department Early Learning Center Number of Vacancies One

Post: In-house Post: In-house & Out-of-house (approved by Becky Reynolds)

Date Required Feb 20, 2018 Pay Grade 4-3+ Salary or Range \$20,500 Annually
Exempt Non Exempt

Full-Time Part-Time

M-F Rotating 8 hour shift 7:30-5:30
Hours/Days

Regular Temporary

full year
Expected Term

New Position Approved and Budgeted Yes 2016 No
Date

Replacement Alice Anna
Prior Employee

Who will screen applicants? Kelly Thomas

Attach is approved Job Description – please read for Responsibilities, Knowledge, Skills, Abilities, Education and Experience that is required for this job.

Teach and provide routine care for a group of 4 children using age appropriate and research based ideology

Brief description of essential responsibilities: _____

Special knowledge, skill and ability requirements: Knowledge of early childhood development and possibly obtain a CDA

Education and experience required: Must have a High School Diploma or GED and Must have an Infant/Toddler CDA

Requested By Kelli Memon 2/7/18
Supervisor Signature Date

Approved By Dawn McDaniel 2-7-2018
via text 8 AM Associate Director Date

Please complete an in-house, online application at www.ldcaainfo.org by: 2-9-2018 by 4:15 pm IPR/PR 188 ELC Caregiver 2

Little Dixie is an Equal Employment Opportunity Employer.
M/F/Vets/Disabled and other protected categories.

(Revised 11/3/17)

Please refer to the IPR/PR # and description when applying

JOB DESCRIPTION
Early Learning Center Caregiver 2

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|--|-----------------------------------|
| 1. Little Dixie C.A.A | 2. Program: Early Learning Center |
| 3. Reports To: Center Director | 4. Title: Caregiver 2 |
| 5. Grade: 4 | 6. Date: September 2015 |
| 7. Approved By: Rebecca Reynolds <i>RR</i> | 8. Status: Non-Exempt |

JOB SUMMARY:

The Caregiver 2 is responsible for the care, well-being, safety and education of a group of four (4) children. The Caregiver 2 creates and manages an attractive, warm and challenging learning environment for infants and toddlers, incorporating appropriate early intervention, learning and care activities which meet the needs of the group as well as those of individual children and families. The Caregiver 2 will implement the curriculum and assess the needs of each individual child, as well as assist each family in following the goals that they have set for themselves. Ability to read, speak and write with proficiency in English language. Provide and maintain a safe environment. Maintain regular attendance.

PHYSICAL AND MENTAL REQUIREMENTS:

Patient; able to resolve conflicts, gentle, loving, kind, creative, resourceful; demonstrates ability to work effectively with people; excellent problem solving, planning, and organizational skills; must be able to cope well with stress. Must be detailed and multi-task oriented with a strong desire to succeed.

While performing the duties of this job, the employee is frequently required to sit; stand; stoop; bend; walk; talk; hear; use hands to grip, type; reach with hands and arms; occasionally required to stand or walk on uneven surfaces; climb stairs; run short distances. Two to four hours per day spent in strenuous physical activity, lifting 30 pounds or more six or eight times in an 8-hour day.

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.

ENVIRONMENTAL FACTORS/WORKING CONDITIONS:

Enclosed facility, classroom environment; floors may be vinyl tile or carpeted; may come into contact with childhood diseases and blood on occasion; home visits are conducted in family homes.

DUTIES AND RESPONSIBILITIES:

1. Perform activities that ensure the health, safety and progress of each child. Maintain accurate health records on each child. Ensure well-child exams and other health checks are completed in a timely manner.
2. Implement the EHS curriculum and Early Head Start Performance Standards for Early Head Start-CC classrooms. Prepare daily lesson plans in advance that include both indoor and outdoor activities; are individualized and based on the infants/toddlers own needs, interest and schedules; and, include multicultural educational materials and activities, family-style meals and other elements, as appropriate; document volunteer activities, and parent communication regarding children's functions and activities.
3. Demonstrate verbally and by role modeling a sound knowledge of good teaching practices and of child growth and development.
4. Organize classroom according to developmental levels and individual needs of the infant or toddler ensuring: the development of trust and emotional security; opportunities to explore a variety of sensory and motor experiences; opportunities for the development of self awareness, autonomy, and self expression; and opportunities for gross and fine motor development. Ensure infant and toddler classrooms are home-like, safe, sanitary, and free of clutter. Organize the toddler classroom in rudimentary learning centers that are well defined, rotating materials routinely to create a stimulating environment.
5. Provide for diaper changing and toilet training functions in the classroom in a safe, sanitary and developmentally appropriate manner.
6. Promote the development of secure relationships with infant/toddlers assigned by assuring primary and continuity of care. Relate to infants and toddlers in a calm, caring, nurturing, soothing manner, responding to all cries, babbles, and talks, using appropriate child guidance techniques at all times. Stay involved with children at all times during the day.
7. Observe children and record observations in anecdotal records on CC.net, making appropriate referrals; conduct or assist with developmental screenings as assigned; participate in IFSP's as required.
8. Acquire and maintain certification to administer developmental tests.
9. Provide information to parents regarding their children as well as general child development information.
10. Manage classroom operations, providing training and technical assistance to parents and volunteers as needed; maintain a clean, safe learning environment at all times.
11. Provide meals and snacks to children according to their age, development and needs. Feed infants according to their home schedule, hold them every time they are fed, and share information about their eating with their parents daily. Begin family style dining with toddlers when they are ready and implement according to program policy and procedures, CACFP and EHS Performance Standards.
12. Involve parents in all aspects of the classroom; greet parents and children pleasantly and appropriately, ensuring a smooth transition into the center, a positive home-center connection and a family partnership; maintain ongoing professional and appropriate communication with parents through a variety of methods and send activities home that parents can do with their children to support the curriculum and the child's learning; encourage parents to become involved in workshops, training and other Head Start activities.

13. Maintain accurate family and health contact logs.
14. Conduct at least two home visits and two parent conferences with each child's family per year, according to the program schedule, policies and procedures. May be conducted in an isolated and/or less than desirable environment/location.
15. Maintain accurate attendance records, in-kind reports and other record keeping and reports, as required. Participate in program training, monthly staff meetings, and case management meetings. Maintain supplies and submit a list to Center Director when additional items are needed.
16. Become knowledgeable of and implement Creative Curriculum for a group of up to 4 children.
17. Smoking will not be allowed on Early Learning Center property. Additionally, no vulgar language is allowed. Cell phone use will be limited to emergency use only.
18. Must be able to sit and eat with children at mealtimes sharing the same menu. A physician's statement must be obtained for special dietary needs. Pleasant child-oriented conversation should take place during mealtimes. No sodas, tea or other drinks other than water is allowed to be consumed while children are present.
19. Maintain an environment that is tolerant and respectful of child and family cultures, values and differences. Assist Non-English speaking families.
20. Complete family orientation information and provide families with information and assistance with community resources.
21. Provide all information requested for program documentation in a timely manner.
22. Report to work at scheduled times and maintain good attendance; perform all duties in a timely and professional manner; participate with a positive attitude and behavior in all program activities; maintain a professional relationship with coworkers.
23. Keep all assigned records accurate and current as appropriate. Keep all records and family information confidential.
24. Continue professional growth by participating in classes, training programs, workshops and conferences as the budget allows. Attend and participate in staff meetings, in-service training, parent meetings and any other trainings, meetings or workshops as deemed necessary by the Early Learning Center Director or Executive Director.
25. Become knowledgeable and maintain an understanding and support the philosophies, theories and the mission of Early Learning Center/Head Start and Little Dixie Community Action Agency, Inc.
26. The listed job functions, duties and responsibilities do not necessarily include all activities that the incumbent may perform. Nothing herein restricts management's right to assign or reassign duties and responsibilities to this job at any time.

SUPERVISORY RELATIONSHIP:

The Caregiver 2 works under the supervision of the Center Director and exercises no supervision over other employees.

EDUCATIONAL QUALIFICATIONS

1. Must possess an infant/toddler CDA.

ADDITIONAL REQUIREMENTS:

1. Obtain and maintain first aid and infant/toddler CPR certification within 90 days of hire.
2. Obtain OSBI clearance prior to hire.
3. Obtain an annual health exam.
4. Possess an understanding of the needs of low-income families and an appreciation for the role of the parents as primary educators of their children.
5. May be required to obtain Director Credential and Master Teacher Qualifications.

MENTAL AND PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:

1. Constantly must be able to sit/stand in a stationary position 50% of the time.
2. Frequently must be able to move about inside the office to access file cabinets, office machinery, etc.
3. Frequently must operate a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
4. Frequently must communicate with staff and others who have inquiries about the program. Must be able to exchange accurate information in these situations.
5. Occasionally must move/carry items weighing up to 30 pounds or more.
6. Frequently must be able to lift at least 30 to 40 pounds and lift arms above shoulders, and spend time daily sitting on the floor with children.
7. Constantly must visually monitor the behavior, learning, and activities of children.

I have read and understand the job description listed above. My questions have been answered. I am fully qualified for this position and can perform the duties as described. I understand that this is not an exhaustive list of all my duties and responsibilities. I understand that Management (and no other) reserves the right to revise this job description as deemed necessary.

Little Dixie Community Action Agency, Inc. is an Equal Opportunity provider and employer. The functions, qualifications, requirements, and physical demands listed in this job description represent the essential functions of the job, which the employee must be able to perform either with or without reasonable accommodation. As an equal opportunity provider and employer, LDCAA will make reasonable accommodations to enable individuals with disabilities to perform their job duties/functions. The listed job functions, duties and responsibilities do not necessarily include all activities that the employee may perform. Nothing herein restricts management's right to assign or reassign duties and responsibilities to this job at any time. This position is non-exempt from the provisions of the Fair Labor Standards Act as amended in 1974. I certify that I understand and accept the responsibilities and duties of this position.

Employee Signature

Date

Employee Name (Printed)