


## JOB DESCRIPTION

1. C.A.A.: Little Dixie
2. Program: Happy Days Child Care
3. Reports to: Center Director
4. Title: Caregiver
5. Grade: 1
6. Date: February, 2012
7. Approved By: 

### **JOB DESCRIPTION**

Responsible for the care, and safety of children in the Center

### **DUTIES AND RESPONSIBILITIES**

1. Planning and executing educational program of age appropriate activities for children in care and identifying each child's individual capabilities and needs.
2. Creating a positive learning environment
3. Assuring the welfare, health and safety of the children in the groups.
4. Organizing and maintaining classroom activity areas, materials and supplies and keeping the director advised of equipment and materials that need to be repaired and replaced.
5. Maintaining constant supervision children
6. Taking daily attendance and keeping all required reports pertaining to group.
7. Establishing and maintaining effective communication with parents.
8. Building good communications with other staff to create a professional atmosphere.
9. Attending all trainings as required.
10. Understanding your State Child Care Requirements.
11. Keeping the director informed of any classroom problems.
12. Performing any minor center cleaning and maintenance as needed.
13. Such other duties as may be assigned by the center director.

### **SUPERVISORY RELATIONSHIP**

The caregiver works under the supervision of the center director and exercises no supervision over other employees.

### **QUALIFICATIONS**

1. At least 2 year's experience working with infants and toddlers in a day care setting.
2. High School diploma or GED.

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**ADDITIONAL REQUIREMENTS**

1. Obtain OSBI clearance prior to hire.
3. Obtain a yearly health exam as required by DHS licensing requirements.
4. Obtain and maintain first aide and infant/toddler CPR certification.
5. 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.
6. Must have a vehicle, valid driver's license and insurance.

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.

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Signature

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Date