

Position Description Assistant Caregiver

Summary

Provide quality care and supervision to children in a classroom setting. Work on a team-teaching basis, provide daily communication to parents and assist in the maintenance of the classroom to ensure a healthy, safe environment.

Duties & Responsibilities:

Work with Children

- Provide physical care to children. This includes napping, feeding, bathrooming, lifting children, getting down to child level and sitting on the floor.
- Prepare bottles, snacks and lunches for children as needed.
- Record bathrooming, snack, nap and other daily activities.
- Move around with children at their pace and be actively involved with them.
- Engage in individual, small group, and large group activities with children (e.g., art, flannel board stories, reading, singing, water play, cooking).
- Recognize the difference between appropriate and inappropriate behaviors.
- Respect each child as an individual and be sensitive to individual needs and routines.

Health and Safety

- Keep children in sight and sound at all times. Conduct regular name checks.
- Know proper response in an emergency (e.g., accident, fire drill).
- Help maintain environment to keep children safe and healthy (e.g., clean, pick-up/move items, report safety concerns)
- Be aware of children's health and physical condition when they arrive and throughout the day. Share information about children's health and/or injuries with other staff.
- Administer simple first aid (e.g., ice on bump, wash cut) and complete Accident/Illness Report w/supervision.

Work with Other Caregivers

- Communicate effectively with coworkers in a team-teaching environment.
- Approach problems with coworkers in a positive, solution-oriented manner.
- Share responsibility for children and the environment in all areas of the Center.
- Help out in other classrooms when needed.

Work with Families

- Greet families (children and adults), learn their names, and get to know them.
- Relay important information gained from families to other staff.
- Refer questions, or concerns to the Lead Teacher or in-charge person when appropriate.