

## Position Description Caregiver

### Summary

Provide quality care and supervision to children in a classroom setting with minimal guidance. 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. Be in charge of the classroom for one to two hours per day in the absence of the Lead Teacher or Primary Caregiver as requested.

### 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 and lead individual, small group, and large group activities with children (e.g., art, flannel board stories, reading, singing, water play, cooking).
- Know the difference between appropriate and inappropriate behaviors so that problem behaviors can be prevented and dealt with appropriately and effectively.
- 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).
- Be alert to and help to prevent injury and illness (e.g., stop a child from injuring another child, respond to environmental safety concerns such as unsafe items at child reach, slippery floors, or broken toys/equipment).
- Help to maintain a clean and healthy environment (e.g., clean kitchen/classroom, remove mouthed toys from another child's reach, wash and disinfect toys).
- 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 first aid and complete Accident/Illness Report.

#### 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.
- Share information with families at arrival and departure (e.g., child's day, needs, classroom activities, etc.).
- Help families and children with separation at drop-off or other transition times.
- Relay important information gained from families to other staff.
- Refer questions or concerns to a Lead Teacher or administrator when appropriate.