

TRUSSVILLE CITY BOARD OF EDUCATION
Job Description

POSITION TITLE: Community Education Caregiver

QUALIFICATIONS: Demonstrated aptitude for the work to be performed

JOB GOAL: To assist the Child Care Site Manager in providing quality care that will be safe, affirming, enjoyable, and enriching to children.

REPORTS TO: Child Care Site Manager

EVALUATION: Trussville City Board of Education Personnel Evaluation Plan

PERFORMANCE RESPONSIBILITIES:

1. Implements practices and procedures established by the Childcare Site Manager.
2. Assist the Child Care Site Manager as directed
3. Supervise play activities as requested by Child Care Site Manager.
 - A. participate with children in group games
 - B. enforce safety rules
 - C. intervene when children are likely too injure themselves or each other
 - D. remain with children at all times
4. Assist in the preparation and maintenance of Program materials as requested by the Child Care Site Manager.
5. Communicates with the Child Care Site Manager regarding difficult individual child behavior.
6. Assists the children with self-care activities.
7. Assists with afternoon snack service.
8. Assist in dismissal and ensure that the child care area has been put in order.
9. Be present in the child care room with the children at all times during program hours except in the case of an emergency.
10. Follow procedures to safeguard the health and safety of the children in the Program, which include but are not limited to hand washing, sanitary measures, playground safety rules, and rules regarding the use of supplies and equipment.
11. Performs other such duties as required and/or assigned by the Child Care Site Manager.