

# Oregon Child Development Coalition

## JOB DESCRIPTION

<b>Position Title:</b>	Lead Child Care Worker
<b>Wage/Hour/Status:</b>	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt
<b>Pay Grade:</b>	2
<b>Reports to:</b>	Education Coordinator
 <i>Employee's signature of acknowledgment and understanding of this document:</i>	
<hr/>	
<i>Name</i>	<i>Date</i>

### **Position Summary**

Provide a positive learning environment and experiences which stimulate children's social, emotional, physical and intellectual development consistent with established performance standards.

### **Essential Functions**

*Regular and consistent attendance is an essential function of this position.*

**1. Implement safe, developmentally and culturally appropriate daily activities for the group which meet the needs of the children and their families by:**

- Utilizing available curriculum materials, equipment, and books from the Center Resource Library
- Planning developmentally and culturally appropriate daily activities for the group.
- Following established Daily Activity Schedule for classroom
- Promoting the development of good nutritional/eating habits
- Participating in planning developmentally and culturally appropriate daily activities for the group with Education Program Manager

**2. Ensure effective program operations by:**

- Complying with program and Oregon licensing requirements for safety, health, sanitation, nutrition, and emergency including the proper supervision of children at all times
- Providing and maintaining an organized uncluttered classroom that will prevent injuries to staff and/or children in the group.
- Providing direct care, guidance and training to the children in the group
- Completing/maintaining records that may include Daily Observations Health Check, Attendance records, meal counts, infant tracking forms, bumps and bruises and/or

accident reports, medicine permission authorization forms, classroom safety checklists, etc.

- Providing direction to child caregivers assigned to the group
- Accept other duties as may be assigned by Education Program Manager and/or Center Director to meet the needs of the children and families enrolled in center programs.
- Assisting with setup and cleanup of meals and snacks appropriate to the age group such as bringing up food from kitchen for lunch and snack, providing bibs for infant/toddler, having each child wash their hands before and after meals, having children eat food only when seated at tables
- Assisting with set-up and clean-up by performing such duties as directed
- Clean-up of equipment, floors, walls, sink and refrigerator, food and bottle preparation, changing and washing bedding and beds, diapers, wet or soiled clothing

**3. Ensure quality program operations which is responsive to the needs of children and their families by:**

- Maintaining strict confidentiality regarding children and families
- Making staff and parents aware of the agency confidentiality policy
- Complying with agency safety standards, policies and procedures
- Immediately reporting any unsafe conditions or hazardous working conditions and/or injuries

**Education and Job Requirements:**

One year of successful full-time work experience in a certified child care program in the care of Infant/Toddlers, Preschool or School Age Children.

**Other Job Requirements:**

- 1) Bilingual English/Spanish preferred. **Bilingual fluency may be required at some work sites.**
- 2) Ability to work and relate positively with children and adults .
- 3) Ability to pass an agency sponsored physical examination. TB test documented
- 4) Must pass a criminal records check.
- 5) No citations for child abuse or neglect.
- 6) Demonstrate willingness to participate in the center training program, enrollment in
- 7) CDA or other center trainings, which may include evening work, overnight and/or
- 8) out of town travel.
- 9) Ability to supervise the aide/assistant caregiver assigned to group
- 10) Ability to maintain confidentiality.
- 11) Must possess current First Aid and CPR cards with infant CPR.
- 12) Must perform duties with little direction given, operating from established directions and instructions. Decisions are made with general agency policy constraints, but occasionally requires independent decision making

**Physical Requirements of the Job**

Please see attached Physical Job Analyses. Present one or both as job demands.

**Job Conditions**

May work outdoors intermittently with exposure to typical Oregon weather. There may be frequent interruptions, evening or weekend work, working long hours during peak periods. May work in a confined and small classroom space with minimal room for maneuverability.

**Mental Requirements of the Job**

Continual interaction with co-workers, parents, and children to provide information. Frequently faces deadlines with attention to detail and must complete tasks and required documentation in a timely manner. Considerable amount of variable levels of concentration with frequent or constant interruptions. Must be able to handle multi-faceted tasks on a frequent basis.

*This agency believes that each employee makes a significant contribution to our success. This job description in no way implies that these are the only duties to be performed by the employee. At all times, employees will be required to follow any instruction and to perform any other duties within this or a lower job level upon the request of the supervisor. At times, employees may also be required to perform higher level duties.*