

**SCHOOL DISTRICT OF PUTNAM COUNTY  
JOB DESCRIPTION**

**CHILD CARE WORKER**

**QUALIFICATIONS:**

- (1) High School Diploma or equivalent preferred.
- (2) Completion of thirty (30) HRS hours training.
- (3) Child Development certification (CDA) by National Association of Young Children (or CDA Equivalency Certificate) preferred.
- (4) Experience in child care programs or related field.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of child growth and development. Ability to establish and maintain harmonious working relationships with children, parents and staff. Good oral and written communication skills. Willing to participate in in-service training. Ability to plan and operate a developmentally appropriate program for young children. Good physical health.

**REPORTS TO:**

Director, Student Services

**JOB GOAL**

To provide a safe and healthy learning environment for young children in accordance with rules and regulations.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Plan and implement an appropriate child care program.
- \* (2) Develop plans to meet individual child's needs.
- \* (3) Prepare and maintain health, attendance and progress records as required.
- \* (4) Communicate with parents.
- \* (5) Organize and implement daily activities appropriate for children served.
- \* (6) Maintain program equipment, supplies and materials in a neat and orderly fashion.
- (7) Care for infants and toddlers assigned to nursery if directed.
- (8) Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

\*Essential Performance Responsibilities

**Job Description Supplement Code 5**

**SALARY LOCATOR: Classified Personnel Salary Schedule**