

**SCHOOL DISTRICT OF PUTNAM COUNTY  
JOB DESCRIPTION**

**CHILDCARE SUPPORT ASSISTANT**

**QUALIFICATIONS:**

- (1) High School Graduate. Post-secondary training or college course work is preferred.
- (2) CDA (Child Development Association) credential.
- (3) Minimum two (2) years experience in serving as a supervisor of a childcare program.
- (4) Must satisfactorily complete the screening for school system personnel as specified in Florida School Law 231.02 and 231.1713.
  - a. Non-instructional personnel shall, upon employment, file a complete set of fingerprints taken by an authorized law enforcement officer or an employee the school district who is trained to take fingerprints. These shall be submitted to:
    1. Department of Law Enforcement for state processing.
    2. Federal Bureau of Investigation for federal processing.
    3. Personnel who have been fingerprinted or screened and who have not been unemployed for more than ninety (90) days shall not be required to be re-fingerprinted or re-screened.
  - b. Applicant shall provide an affidavit of good moral character.
- (5) Must satisfactorily complete the following HRS requirements as outlined in Childcare Standards Chapter 10M-112.002 Personnel:
  - a. Background and Screening Requirements – see above 2a & 2b.
  - b. Minimum age requirement – must be 21 years or older.
  - c. Health requirement – must be tested for TB and found negative.
  - d. Training – must complete the following:
    1. Child Abuse and Neglect.
    2. HRS Introductory Childcare Training (20-hour course, plus 10-hour specialized module).
    3. Director's Training.
    4. CPR and First Aid Training.
- (6) Must successfully complete the HRS 10 – hour Specialized Training Module-Developmentally Appropriate Practices for Infants and Toddlers within 60 days of employment.
- (7) Desired characteristics include:
  - a. able to provide leadership and motivate staff
  - b. good communication skills, services as a team member, flexible
  - c. able to work with teenagers and at-risk populations
  - d. good record keeping and organizational skills

**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 of 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) Assist with supervision of the childcare staff. Assist in hiring childcare workers.
- \* (2) Acquire knowledge of and enforce all HRS Childcare Standards.
- \* (3) Maintain accurate records – school, HRS, and children.
- \* (4) Assist in the development of an age-appropriate educational curriculum for each group. Plan educational activities and children's schedule. Promote sound health and nutritional practices.
- \* (5) Organize regular staff development training.
- \* (6) Serve as a role model and informal teacher for staff and teenage parent.
- \* (7) Communicate with families and staff to resolve problems.
- \* (8) Serve as a member of the Pre-K Interagency Council and regularly attend meetings.
- \* (9) Ensure the care and sanitation of equipment and facility.
- (10) Order necessary equipment, materials and supplies.  
Participate in team meetings.
- (11) Insure compliance with local, state and federal regulations.
- (12) Ensure preparation of policy and procedure statements.
- (13) Periodically review the staffing ratio compliance.
- (14) Diagnose illnesses, rashes, etc. of children and make the decision to call for the mother to send the child home. Call for an ambulance if needed.

### **CHILDCARE SUPPORT ASSISTANT con't**

- (15) Help staff in all areas. Fill in when stress arises, be a floater, takes over a class if a worker needs to go home.
- (16) Keep peace among all involved in the childcare center, making sure the day is child centered and not gossip centered.
- (17) Collect lunch money and properly order breakfast and lunch, deliver food to the childcare center and help serve.
- (18) Deal with all inspectors, state, local, fire, health department and auditors.
- (19) Deal with the disruptive children till they can settle down.
- (20) Make copies of all purchase orders and sales slips to send to Director of Student Services.
- (21) Report agency referrals to the guidance department.
- (22) Over see fire drills and bomb scares.
- (23) Delegate work duties, maintaining a pleasant working environment.
- (24) Following all school policies with teens, regulates passes, making sure they get to classes and not hanging out in the childcare center.
- (25) Answer telephone.
- (26) Deal with any daily crisis that may occur during the day.
- (27) Any other duties as assigned by the Principal or Designee.

#### **PHYSICAL REQUIREMENTS:**

Medium work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force 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**