**Class Code: 8317**

# LOCAL DISTRICT CLASSIFICATION PLAN

## CLASS TITLE: CHILD CARE WORKER-SUMMER

**BASIC FUNCTION:**

 Assist an on-site director, classroom teacher, or other responsible staff member in providing a safe and quality environment for students.

**BASIC REPRESENTATIVE DUTIES:**

* Implement all rules and regulations, policies and administrative guidelines as adopted by the Board of Education and/or the school SBDM Council.
* Monitor students on a one-to-one basis, in small groups or in large groups to ensure their safety; follow procedures to safeguard the health and safety of students.
* Respond to individual child's basic needs.
* Assist the on-site director, classroom teacher or other responsible staff members in planning various activities for the students.
* Assist with organizing materials for conducting special training activities.
* Promote positive parent and child interactions and activities.
* Participate in staff activities and in special training programs.
* Perform related duties as assigned.
* Remain at work during the entire workday unless excused by immediate supervisor or designated representative.
* Maintain a professional appearance.
* Incorporate the use of technology in daily tasks.
* Maintain regular attendance.
* Adhere to the Professional Code of Ethics.

**KNOWLEDGE AND ABILITIES:**

 **KNOWLEDGE OF:**

* Policies, procedures and philosophy of child development center.
* Health and safety requirements of children.
* Appropriate safety precautions and procedures.
* Safe practices in classroom and playground activities.
* Interpersonal skills using tact, patience, and courtesy.
* Basic record-keeping techniques.
* Health and safety regulations.

 **ABILITY TO:**

* Develop and maintain effective relationships with employees, preschool children, students and parents.
* Learn child guidance principles and practices.
* Complete work with many interruptions.
* Maintain current knowledge of technological advances in the field.
* Maintain a healthy and safe learning environment.
* Apply appropriate first aid.
* Apply and explain policies, procedures, rules and regulations.
* Establish and maintain cooperative and effective working relationships with others, including a variety of ages and cultures.
* Lift equipment and children weighing up to 50 pounds.
* Meet schedules and time lines.
* Communicate and maintain effective relationships with students, parents, and staff, both orally and in writing.
* Print and write legibly.
* Understand and follow oral and written instructions.
* Learn procedures, functions and limitations of assigned duties.
* Monitor, observe and report student’s behavior according to approval policies and procedures.
* Learn and apply safety procedures and regulations.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: high school diploma, G.E.D. Certificate, or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and some

**PHYSICAL DEMANDS:** ►

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Seldom/Rare** | **Occasional****(up to 1/3 of work day)** | **Frequent****(1/3 to 2/3 of work day)** | **Repetitive****(2/3 or more of work day)** |
| Standing/Walking |  |  |  | ► |
| Sitting | ► |  |  |  |
| Handle/Finger/Feel |  |  |  | ► |
| Reach/Push/Pull |  |  |  | ► |
| Bend/Stoop/Crouch |  |  |  | ► |
| Kneel/Crawl |  |  |  | ► |
| Climb/Balance |  | ► |  |  |
| Lift/Carry  (Check Frequency) |  |  |  |  |
| ► Up to 10 lbs. |  |  | ► |  |
| ► Up to 20 lbs. |  |  | ► |  |
| ► Up to 50 lbs. |  | ► |  |  |
| ► Up to 100 lbs. | ► |  |  |  |
| ► Over 100 lbs. | ► |  |  |  |

**TERMS OF EMPLOYMENT**:

Salary and work year to be established by the Board of Education.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board’s policy on Evaluation of Personnel.

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this job classification. These statements are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned. Responsibilities and duties assigned are at the discretion of the supervisor.

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Signature Date

Print Name