



Position Description

Title: Daycare Worker PRN (as needed)		
FLSA Class: Non-Exempt	EEO Category: Service Worker	WC Class: 8861
Job Title #080005	Salary Grade:	
Date Approved: 11/26/2016		
Revision Date:	Revision:	

Purpose of Position

The Daycare worker is responsible for the children's health, safety, and care during the course of the shift. Provides a safe, nurturing environment for children in the program. This position reports to the Director of Daycare.

Major Duties (*Essential Element)

- Provides a loving, patient, and nurturing environment for each child*
- Recognizes and reports areas of progress and improvement with a child's development*
- Utilizes only approved methods of intervening in inappropriate behavior, with focus on teaching better choices
- Maintains state licensing regulations in the areas of childcare ratios, safety, and training*
- Follows established daily schedules and activity structure as directed
- Reports all incidents of injuries, conflicts, and problems to the director so proper measures and documentation can be followed*
- Keeps the facility neat and sanitary throughout the shift
- Other duties as needed for the betterment of Great Circle

Working Conditions

Lighting and temperature adequate. Some exposure to noise.

Physical Demands

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This person must be able to sit or stand much of the shift. To perform this job

successfully, an individual must be able to perform each essential duty satisfactorily. This person must be able to see, hear, speak, walk, and sit. Must be able to use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; lift children as needed, stoop, kneel, crouch, or crawl. Vision abilities required for this job include close vision, distance vision, peripheral vision, depth perceptions, and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Budget Responsibility

None

Supervisory Responsibility

None

Qualifications

Strong customer service focus, excellent time management, oral and written communication skills. Proficiency in Word, Excel and email applications is needed.

Required Education and Experience

- HS diploma or GED
- Must be at least 18 years of age.
- Ability to relate to and communicate with children.
- Ability to initiate and supervise leisure-time group activities and read to children.
- Current, valid driver's license and meet Great Circle requirement for driver's insurance

Preferred Education and Experience

- Experience in daycare setting with early childhood education classes
- Working with children and families in a trauma informed environment

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee printed name: _____ Date: _____

Employee Signature: _____