

## Job Description

Title: Assistant Caregiver

Location: Hico Learning Center, 614 N Kirk St. bld 113, Hico, TX 76457.

Position Report to: Alyssa Gray (Director)

Work Hours: Typically, Monday to Friday 7:45am to 4:20pm, 40 hours a week and approved overtime available by working morning or after care.

### **Position Summary:**

The Assistant Caregiver is responsible for all aspects of the care & education for the children enrolled in his/her class, the physical care giving, developmental assessments, following an age appropriate curricular plan, and facilitation of supportive relationships with primary caregiver, co-workers, parents, and students. The Assistant Caregiver is accountable for knowing state licensing requirements.

### **Essential Duties and Responsibilities:**

- Assists Primary Caregiver in the development of weekly plans and follows an age appropriate curriculum (lesson plan) to nurture and stimulate all domains of children's development in their care.
- Provides a developmentally appropriate classroom environment that reflects the children's learning and growth.
- Assists Primary Caregiver in the development of goals and objectives appropriate for infants and/or toddlers based upon and educated understanding of children's skills/abilities in the social, emotional, physical, aesthetic, and cognitive developmental stages and health /safety considerations.
- Follows and implement the appropriate curriculum provided by the Primary Caregiver.
- Provides responsive care to all children by adapting daily care giving routines and plans to the interests and needs of the individual child and the group.
- Demonstrates cultural competency and respect for the child's background by incorporating the cultural, linguistic and familial values and beliefs into the childcare program and lesson plans.
- Assists Primary Caregiver with assessment of individual children's progress/growth through regular observations and documentation.
- Actively interacts with and guides the children while at play at their physical level (on the floor).
- Adjusts the routine and activities to meet the varying needs of individual children; demonstrates flexible teaching strategies to keep the children actively engaged.

- For infants, maintains a classroom routine that most closely matches the individual infant's home routine; demonstrates the ability to juggle multiple infant needs at the same time.
- For infants, places all infants on their back to sleep unless explicitly directed otherwise by the infant's physician in writing.
- For infants, uses feeding as an opportunity for individual attention.
- Communicates regularly with Director regarding class schedule, activities, plans, children's development, and children's illness or injury; works as a team with his/her staff.
- Greets children and their parents warmly and enthusiastically upon arrival and at departure; interacts with parents and children in a professional way, customer service friendly manner.
- Projects a positive, loving, nurturing attitude towards each individual child by providing nurturance and stimulation.
- Modeling respect for children and responding to their needs in caring ways, supporting toileting skills through positive reinforcements, helping children to feel secure with the classroom staff and environment, encouraging children to problem-solve their own problems, interacting closely and lovingly with children.
- Organizes and maintains a FUN and nurturing; relaxed classroom environment that supports Children with Hico Learning Center's philosophy and goals.
- Ensures that the day's activities are prepared prior to children's arrival.
- For toddlers, demonstrates appropriate responses to typical challenging behavior, including biting.
- Articulates children's progress and/or problems /concerns in a timely manner to the Owner to ensure cooperation, collaboration and assistance in best meeting children's needs.
- Ensures the health and safety of the children through active supervision and interaction with the children all day, i.e. indoors and outdoors.
- Is responsible for the overall cleanliness of the classroom area; assists with maintaining the cleanliness of entire daycare including restrooms, playground and classrooms.
- Follows Children with Hico Learning Center rules and regulations on the procedures of diapering and sanitizing the diapering area.
- Assists with the preparing, serving and clean-up of all foods when necessary.
- Follows HLC health practices, including assisting children with toileting and hand washing.
- Helps maintain up to date emergency forms, curriculum plans, individual child development profile and other records as needed.
- Completes and reports any symptoms of child abuse to supervisor and/or child abuse hotline.
- Completes daily health checks regarding hygiene, safety, and overall wellbeing of the children.
- Assist with functioning and monitoring of nutrition and food service.

- Assist with the supervision of staff and volunteers for child care setting.
- Performs other duties as assigned by the Primary Caregiver, Director of the Center or other management staff.
- Assist in preparing food for children and serve meals and refreshments to children and regulate rest periods.
- Must keep account of how many children are in attendance and or absent each day.
- Must know the location of every child in attendance, at all times.
- Must maintain professional relationship with parents of children.
- Must have the ability to multitask and take on different roles when needed.

**Skills, Education Training and Experience Required:**

- Early Child Development knowledge and experience
- Good communication, problem solving, and priority setting skills as well as maintaining an overall positive and professional attitude and disposition
- Ability to effectively plan, organize and implement educational activities
- Ability to make decisions on behalf of children and protect their well-being
- Must be able to manage confidential information
- All employees, regardless of position, serve as role models for children, therefore, each employee must at all times be emotionally stable and able to function effectively with children and adults who may have mental or behavioral health problems. The staff must be able to demonstrate appropriate daily behavior, appropriate expression of emotions, as well as appropriate role modeling. Hostility, aggression and unnecessary or inappropriate physical actions as well as inappropriate emotional expression are not acceptable.
- Complete and maintain the required training hours as required by the Minimum Standards for Child-Care Homes.

**Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is required to:

- Frequently walk, use hands to finger, handle or feel objects, tools, or controls, and talks or hears.
- Often required to stand and sit; reach with hands and arms; and stoop, kneel, crouch, bend, squat or crawl.
- Have the ability to lift and carry up to 25 pounds and in case of emergency a 40 pound child.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.