

KNAPPA SCHOOL DISTRICT

JOB DESCRIPTION

Day Care Assistant

DUTIES AND RESPONSIBILITIES:

- Ability to learn and consistently apply school and District policies and procedures
- Relate well to children
- Provide a safe learning environment
- Establish and maintain a professional relationship with families
- Assist the Day Care Lead in the development and implementation of lesson plans
- Help supervise large and small group activities
- Perform routine childcare activities
- Assume an equal share of housekeeping responsibilities
- Ability to take direction from Lead teacher and then follow through
- Demonstrate initiative
- Be committed to a continuing program of professional development
- Ability to perform Lead duties in the absence of the Day Care Lead
- Establish and maintain good staff relations
- Demonstrate flexibility

REQUIREMENTS:

- Attend all staff meetings and training sessions
- Treat each child with dignity and respect
- Be punctual and have good attendance

QUALIFICATIONS:

- ECE Initial or Short Certificate or sign plan to achieve within timeline
- Demonstrated ability to consistently interact with staff, students, and parents in a professional and mature manner
- Graduation from high school
- Ability to handle emergency situations appropriately
- Physical agility and stamina
- Required post-hire, pre-start:
 - Current First Aid and CPR certification
 - Current Food Handlers Permit
 - HR training
 - Background Check