

# AUSTIN ISD

## JOB DESCRIPTION

JOB TITLE:	INSTRUCTOR EDUCATIONAL CHILD CARE			FLSA STATUS:	NON-EXEMPT
PAY GRADE:	IS 3	DUTY DAYS:	209	DATE REVISED:	05/28/2025 HC
FUNDING SOURCE:	THIS POSITION IS LOCALLY FUNDED.				

### **MINIMUM QUALIFICATIONS:**

A high school diploma or GED is required. A Child Development Associate Credential (CDA) or equivalent is preferred. The incumbent must attend a pre-service training (24 training hours) within 90 days of hire for new employees in licensed centers who have less than 2 years' experience in regulated child care. An Associate's degree from an accredited college or university in early childhood or related field is preferred. One (1) year of experience working with infants and toddlers is preferred when working in a Child Development Center. One (1) year of experience working with school-aged children is preferred if working in an after-school program. Supervisory experience in the childcare profession is preferred. This position requires that the incumbent obtain a first aid and cardio-pulmonary respiration (CPR) certifications within 30 days of employment and maintain certification throughout the duration of employment.

### **SKILL REQUIREMENTS:**

This position requires knowledge of the Texas Department of Health and Human Services (TDHHS) Child Care Licensing Division Minimum Standards. If working in a child development center with infants and toddlers, the incumbent must have knowledge of the National Association for the Education of Young Children (NAEYC) standards. If the program is a Workforce Vendor, the incumbent must have knowledge of the Workforce Rising Star standards. The incumbent must have the ability to meet state and/or accreditation requirements for education and experience. Incumbent must demonstrate the ability to work with groups of young children in a positive manner. Employees in this position must be able to relate to children and adults with courtesy, respect, acceptance, and patience. Employees in this position must demonstrate compassion and a caring attitude towards children and their families. This position requires knowledge of positive guidance techniques and ability to prepare lesson plans and imaginative group activities. Incumbent must be able to understand developmentally appropriate behavior, activities and milestones. Incumbent must have ability to collaborate with coworkers and may be expected to assume temporary responsibility for the program in the absence of the Supervisor Licensed Site or the Manager Child Care. Incumbent must contribute to ensuring program compliance with TDHHS Minimum Standards and/or NAEYC and Workforce Rising Star standards, as applicable to assignment.

### **JOB PURPOSE AND RESPONSIBILITY:**

This position provides supervision for children in an after-school childcare program with school-aged children or child development center with infants, toddlers and preschool children, and may provide supervision for program staff in the absence of either the Supervisor Licensed Site or Manager Child Care. Incumbent must exercise judgment in managing program staff and students' behavior. All work must be done in accordance with Austin ISD policies and procedures as well as TDHHS Minimum Standards (e.g., safety rules).

### **ESSENTIAL FUNCTIONS:**

- Plan, prepare materials, and implement daily individualized lesson plans with children in an infant/toddler program. This would include supervision and planning of activities, indoors and outdoors, that maintain a positive atmosphere for the children.
- In a child development center, ensure daily opportunities for 1-on-1 interactions with each child; these opportunities should be playful, encourage language and include songs, rhymes, books and fingerplays
- Create daily opportunities for sensory exploration, process art and/or messy play to promote curiosity

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- Plan and prepare after school activities (e.g., art activity, story time) and tutor individual students (e.g., help the teacher prepare assignments or explain materials they do not understand) in an afterschool program.
- Monitor student behavior (e.g., during bus loading, on the playground, in the cafeteria and hallways, and when teacher is absent from classroom) in an afterschool program.
- Create a safe and welcoming environment that promotes developmentally-appropriate behavior and provides positive guidance techniques.
- Maintain an inviting atmosphere full of developmentally appropriate equipment, supplies and materials
- Ensure small groups have the appropriate supplies and snacks on a regular basis.
- Perform daily tasks related to organizing and setting up classrooms and play areas, and cleaning and sanitation procedures.
- Provide and apply first aid procedures to children and render care for sick children.
- Seek support to address a child's special needs through the appropriate venues and communicate with families and discuss students' progress.
- Obtain and maintain current CPR and First Aid Certification.
- Coordinate activities and planning tools with the supervisor, campus administration and campus staff to meet the needs of the students.
- Meet regularly with the program supervisor and program staff to discuss areas of success and growth for children.
- Assist staff and provide training in areas of need, such as behavior management and developmentally appropriate activities.
- Ensure program compliance with TDHHS, NAEYC and Workforce Rising Star program as applicable to the program, which includes maintenance of employees' and children files, ensuring applicable information is posted for employees and parents, safety guidelines, child ratios, etc.
- Supervise children closely to ensure safety and security.
- Assist children, infants/toddlers with all physical functions such as feeding, diapering, toileting, walking and standing.
- Observe and document developmental progress of children.
- Maintain a neat, sanitary, and attractive classroom and playground area.
- Ensure safe handling of food for children.
- Demonstrate knowledge of the object and purpose of the minimum standards for licensed day care centers; adhere to minimum standards as outlined for each age group
- Interact frequently with children, showing affection, interest, and respect.
- Obtain the required clock hours of training annually as mandated by TDHHS and/or NAEYC, exclusive of C.P.R. and first aid.
- Supervise and support part-time employees and program staff.
- Communicate daily with parents regarding their child's daily activities.
- Keep supervisor and principal aware of the progress of children and concerns of parents.
- Conduct parent-teacher conferences to share children's developmental progress with parents.
- Demonstrate understanding of the object and purpose of the NAEYC Standards and Criteria (as applicable for NAEYC accredited Infant/Toddler programs).
- Ensure daily records are maintained for staff and children, including maintaining children's attendance.
- Meet and collaborate with other staff to plan activities and provide support to staff as needed.
- Provide an exceptional customer experience for all AISD stakeholders with intentional and professional practices that promote a culture of respect.

### **OTHER DUTIES AS ASSIGNED:**

Perform other related duties as assigned; however, all employees are expected to comply with lawful directives in rare situations driven by need where a team effort is required.

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### PHYSICAL EFFORT AND WORK ENVIRONMENT:

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. This position may involve rare exposure to blood or body fluids. Regular attendance is required for this position.

**Tools/Equipment Used:** Standard classroom and nursery equipment such as toys, playgrounds, multiple-rider strollers, first-aid and CPR equipment, etc. Personal computer and printer.

**Posture:** Moderate standing; kneeling, squatting, bending, and stooping

**Motion:** Moderate walking, climbing, lifting, balancing, and handing or moving materials

**Lifting:** Regular light lifting and carrying

**Environment:** Work inside and outside (exposure to sun, heat, cold, and inclement weather); exposure to noise; frequent exposure to bodily fluids, regular attendance is required

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress and self-control in the presence of children.

### PERSONAL WORK RELATIONSHIPS:

Incumbent works under the supervision of the appropriate supervisor and/or campus principal. Incumbent will have contact with teachers and principals in order to receive instructions and feedback, assist in planning, and discuss students' progress/performance. Incumbent will have contact with parents in order to discuss students' progress/performance, to listen to questions and concerns. Incumbent will have contact with students to monitor behavior, provide instruction, give guidance, and serve as an appropriate role model.

*The Austin Independent School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*

**I have read & acknowledge the job description above.**

**Employee Signature:**

**Date:**