

**EVANSTON TOWNSHIP HIGH SCHOOL
DISTRICT 202
1600 DODGE AVENUE
EVANSTON, IL 60201**

JOB DESCRIPTION

POSITION: Child Care Center Specialist (1 Year Leave of Absence)

ASSIGNMENT/LOCATION: Child Care Center

REPORTS TO: Child Care Center Coordinator and the Director of Arts & Innovation

EXPERIENCE, SKILL REQUIREMENTS/QUALIFICATIONS:

- High School Diploma or its equivalent
- Knowledge of English, spelling, mathematics
- Demonstrated aptitude/competency for assigned responsibilities
- Ability to interact with faculty, staff, students and the public tactfully and courteously
- Ability to work with minimal supervision

PREFERRED QUALIFICATIONS:

- At least 3 years of experience working with young children (ages 3 – 5)
- Understanding of “best practices” in the care of young children (ages 3 – 5)

OVERALL JOB DUTIES: Responsible for assisting in the operation of an effective, safe, nurturing childcare program for preschool children.

ESSENTIAL JOB FUNCTIONS:

- Arrive at 8:00 AM and stay until the Child Care Center closes at 4:30 pm.
- Assume responsibility of the safety and welfare of each child enrolled in the Child Care Center
- Be prepared to enforce procedures outlined in the ETHS FIRE DRILL AND CRISIS MANAGEMENT MANUAL
- Assist the Child Care Center Coordinator and staff with the following:
 - Conduct circle time which includes singing and reading aloud
 - Set up, serve, and clean up student lunches and snacks
 - Set up and clean up student mats/cots for nap time
 - Call the nurse (or send the child with a responsible student) regarding questions or concerns about a child’s wellbeing (scratches, bumps/bruises, rashes, etc.)

- Contact appropriate school personnel for emergencies that occur during your scheduled time in the Center (broken toilet/sink clog, vomit clean-up, etc.)
- Help children when needed (change clothes if soiled from projects or potty accident)
- Other duties as assigned

TERM OF EMPLOYMENT: 10 months; 8:00 a.m.-4:30 p.m.

WORK ENVIRONMENT:

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling and significant finger dexterity. Generally, the job requires 20% sitting, 40% walking and 40% standing. The job is performed under minimal temperature variations and in a generally hazard-free environment.

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