

Job Title: Bulldog Learning Center Caregiver

Reports to: Director Child Care Services

Pay Grade: 187 Days Auxiliary DC

Dept./School: Bulldog Learning Center

Date Revised: 06/14/2022

Primary Purpose:

Demonstrate the ability and desire to work effectively with young children and their families. Perform typical physical tasks in a child care setting. Maintain the health, welfare and safety of each child enrolled while following the Center Guidelines and the Minimum Standards of the Texas Department of Family and Protective Services.

Qualifications:

Education/Certification:

High School Graduate or Equivalent preferred.
Background check

Special Knowledge/Skills:

Patience and caring for children
Behavioral strategies
Flexibility

Experience:

Experience working with children preferred
Experience working with children in preschool/daycare setting

Major Responsibilities and Duties:

Instructional Support:

- Follows classroom schedule to make the best use of class time, considering each child's developmental skills and need for success.
- Involves children in routines that help keep the room safe, organized, and clean.
- Follows weekly lesson plans to provide resources and experiences to help each child develop socially, emotionally and physically.
- Demonstrates knowledge of developmental levels of children between 0 and 5 years of age.
- Promotes cultural awareness in a respectful manner.
- Fosters an interest and excitement to explore the thinking processes and promote learning.
- Models non-verbal and verbal speech to promote language acquisition and expression.
- Provides and maintains a safe environment for children.

Clerical:

- Maintains a developmental profile folder for individual classroom students.
- Assists with records of individual classroom students and keeps anecdotal notes as needed.
- Compiles, maintains and files instructional materials.

Compliance:

- Complies with policies established by federal and state laws, State Board of Education rules and board policy.
- Complies with all district and campus routines and regulations.
- Checks indoor and outdoor equipment daily to ensure it is in proper condition. Reports any needed repairs immediately to the director.
- Maintains confidentiality.
- Participates in staff development training programs to improve job performance.
- Communicates in a positive manner with children, parents and staff.
- Encourages positive communication and rapport with staff.
- Fosters parent involvement by providing a variety of learning activities and opportunities.
- Reports to work on time, is reliable for regular work and maintains a good attendance.
- Performs other duties as assigned.

I understand the foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Supervisory Responsibilities: None

Working Conditions:**Mental Demands/Physical Demands/Environmental Factors:**

Maintain emotional control under stress. Frequent standing, stooping, bending, kneeling, pushing, and pulling; regular heavy lifting of students. Biological exposure to bacteria and communicable diseases.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by _____ Date _____

Reviewed by _____ Date _____