

**SNOQUALMIE VALLEY SCHOOL DISTRICT
JOB DESCRIPTION**

Job Title: **Daycare Lead**

Reports to: **Building/Program Administrator**

Directed by: **Program Supervisor**

Work Year: **5 days/wk, approx. mid-August to Late June**

FLSA Status: **Non-Exempt**

Classification: **Classified-PSE**

Supervises: **None**

Salary: **As Stated in Schedule**

Position Summary: Provides daycare, ensuring the safety and welfare of children 1-6 years of age. The daycare lead will assist parents by preparing meals for children, maintaining their hygiene, monitoring them for health, behavioral, and emotional concerns, providing them with age-appropriate instruction, and working with parents to ensure that children are learning and socializing in a positive way. They may also assist with sterilizing toys and play areas and other duties to ensure that the children are in a safe, engaging, and clean environment.

Qualifications Required:

- At least 18 years old.
- High School Diploma or GED/equivalent.
- Obtain the Washington State ECE Initial Certificate or equivalent by 2026, or within 5 years of hire, whichever is later. Have an ECE short certificate or equivalent by August 1, 2028, or within two years of receiving an ECE initial certificate.
- Food handler's permit, or ability to obtain within 30 days of hire.
- Documentation of TB testing or treatment within the last 12 months (this should go onto the Daycare worker job description as well).
- Valid First Aid/CPR card or ability to obtain within 60 days of hire.
- Demonstrated effective oral and written communication in the English language, including correct grammar and spelling usage.
- Legally eligible to work for any employer in the United States of America as verified by Form I-9.
- Successful Washington State Patrol and Federal Bureau of Investigation fingerprint clearance.
- Successful DCYF Portable Background Check.

Qualifications Desired:

- Previous experience in a public school setting or related learning/development environment.

Essential Functions and Responsibilities:

1. Maintain State-required training for daycare workers.
2. Oversees room arrangement and organization of storage, maintenance, and clean-up in compliance with State guidelines.
3. Maintains accurate records, to include, but not limited to: attendance, eating, sleeping, accidents, and individual medication records.

4. Maintains daily written progress records for individual children, ensuring parents are aware of each child's daily activities.
5. Attends to the daily needs of the children, ensuring children are fed and diapers are changed on a regular schedule.
6. Implements individual behavior plans.
7. Implements a daily schedule and classroom curriculum.
8. Attends and participates in staff meetings and training.
9. Recommends referrals and provides input for parent conference as needed.
10. Maintains communication with parents, supervisors, or others as appropriate.

Nonessential Skills and Experience:

1. Performs other duties as assigned. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Success Factors/Job Competencies:

1. Demonstrated ability to meet or exceed the Essential Functions and Responsibilities of this position.
2. Demonstrated ability to maintain confidentiality of student data, IEP, and health information per FERPA and HIPAA requirements.
3. Demonstrated ability to interact tactfully and positively with students, staff, and parents and maintain effective working relationships with a variety of people.
4. Demonstrated professionalism through conduct, punctuality, and minimal absences.
5. Demonstrated ability to adapt to a variety of working situations and learn new skills.
6. Demonstrated ability to be flexible and adapt to changes in environment, schedule, and routine.
7. Demonstrated ability to follow oral and written directions.
8. Demonstrated ability to follow directions, yet exercise independent and appropriate judgment.
9. Demonstrated strong initiative and self-motivation.

Physical Demands and Work Environment: The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- *Physical Demands-* Works indoors, standing and walking, sitting, working on the computer and/or with students; reach with hands or arms; balance; stoop/bend; talk and hear; may lift up to 40 lbs.; may need to run or crawl.
- *Work Environment-* Indoors is well lit, some areas carpeted, others linoleum, with occasional high noise level; occasionally outdoors, weather conditions are variable, may be on concrete, grass, and/or rubberized playground surface.

Performance Standards: The person in this position will be evaluated annually in accordance with the provisions of the district policy on evaluation of classified employees.

Approval/Revision Date: May 2025.

General Sign-off: The employee is expected to adhere to all Snoqualmie Valley School District policies and procedures.