



Band	Grade	Subgrade	Approved by HR
B	2	2	5/31/2019

Job Title:	General Child Care Lead I
Department/Section:	Community Education
Title of Immediate Supervisor:	ALC Childcare Supervisor

Estimated length of time required for new entrant to achieve acceptable level of proficiency:

6 Months

Probation:

1 year

Job Summary:

The ALC offers a multi purpose childcare center for adolescent parents and community members and is currently a partnership with Early Head Start (EHS). The childcare lead is responsible for maintaining a healthy and safe environment for the children in compliance with state licensing requirements and establishing and maintaining supportive relationships with their parents. The childcare lead will perform the daily tasks of nurturing and caring for the children in the childcare setting and providing opportunities for the parents to participate in parent-child activities under the supervision of the Childcare supervisor. Under the direction of the Childcare Supervisor, the childcare lead will implement the Creative Curriculum for infants and toddlers and complete the TS Gold assessments on EHS eligible children. Childcare staff will participate in monthly parent engagement activities as directed by the childcare supervisor.

Task	Description	Frequency	Band/Grade
1	Respond to the children's physical, psychological, and social needs which includes providing nourishment, toileting, diapering, and rest.	40%	A-1
2	Prepare and implement developmentally appropriate activities that facilitate communication, development, interaction and play of children. Weekly or monthly activity plans based on Creative Curriculum will be submitted to childcare supervisor. Will conduct TS Gold assessments on EHS eligible children.	15%	B-2
3	Consult with Early Childhood teacher and Special Education teacher regarding plans and required care for special needs children and participate as a team member on the Individual Family Serve Plan (IFSP) to discuss child development.	15%	A-1
4	Maintain daily communications with the parents to ensure that specific needs, requirements, and procedures regarding the child are met. As a requirement of the Early Head Start partnership, the Childcare lead will participate in two home visits of EHS parents in partnership with the EHS specialist.	10%	B-2
5	Demonstrate the knowledge of proper safety and hygiene procedures by using appropriate techniques. Perform monthly crib safety check.	5%	A-1
6	Perform routine cleaning of equipment, furniture, toys and launder towels and bedding as needed.	5%	A-1
7	Provide direction to the center aides, student and community volunteers in classroom.	6%	B-2

8	Administers prescription medications according to program guidelines.	2%	B-2
9	Perform adequate first aid techniques and emergency procedures as needed. Fills out and sends in yearly immunization records to the State of Minnesota Health Department. Maintains students files.	2%	A-1
10	Monitor daily use of supplies and replenish as needed.	3%	A-1
11	Model appropriate health habits and techniques and adult/child interactions.	3%	A-1
12	Participates in parent-child activities in conjunction with the parenting class. Attend monthly parent engagement activities as directed by childcare supervisor.	4%	A-1
13	Is responsible for the safety and well-being of themselves and others by maintaining a safe work environment and encouraging others to follow district safety policies and procedures.	on going	NA
14	Supports district goals and promotes an environment that is respectful for all. Works collaboratively with other staff to focus on the needs of the learner. Maintains a customer focus that conveys a welcome attitude, an adaptability to change, and a desire for continuous improvement.	on going	NA
15	Performs other duties assigned by supervisor in accordance with this classification.	on going	NA

Qualifications:

Specific training or job experience required before appointment: Applicant must have one of the following qualifications:

- Association Montessori Diploma
- Child Development Assistant Certification from Technical College
- Child Development Associate Credential
- Pre-Kindergarten Associate License
- Certificate from a two-year program from an accredited community college
- Prekindergarten/elementary license or equivalent experience and education
- Must also have first aid training (eight hours of child related first aid) with refresher every three years and CPR certification every two years.

Organizational Relationship:

Reports to Childcare supervisor. Provides direction to childcare aides and supervises student workers in the classroom. Takes direction from parent educator during the parent/child activities held in the center.

Working Conditions:

Infant/toddler daycare/preschool housed in the Area Learning Center. Job requires ability to participate in physical activity both inside and outside.

Physical Job Requirements: Indicate according to essential duties/responsibilities

Employee is required to:	Never	1 - 33%	34 - 66%	66 - 100%
Stand		X		
Walk / Fast Walk		X		
Sit: at various heights from floor to adult sized chair		X		
Use hands dexterously (use fingers to handle, feel)		X		
Reach with arms and hands			X	
Climb or balance		X		
Stoop/kneel/crouch or crawl			X	
Taste or smell		X		
Lift up to 10 pounds		X		
Lift up to 25 pounds		X		
Lift up to 50 pounds	X			