



Child Care Group Assistant

Job Description
September 24, 2020

General Information

Child care is offered as a program of Saint Paul Public Schools; providing child-care in a safe, fun, caring environment that supports children's learning and development.

Reporting Relationships

Works under the general supervision and work direction of the Program Supervisor, Program Managers, or Site Supervisors.

Minimum Qualifications

- One year's experience working with children

Preferred Qualifications

- Current first aid and CPR certificates are desirable

Knowledge, Skills, and Abilities

- Beginning knowledge of child development.
- Basic knowledge of health and safety procedures for young children.
- Basic computer skills.
- Ability to implement appropriate program experiences by carrying out provided activity plans.
- Ability to actively supervise and participate with children in all activities.
- Ability to be solely responsible for a group of up to 15 children.
- Ability to use positive methods of behavior guidance.
- Ability to make decisions with minimum assistance.
- Ability to walk two miles on uneven terrain, lift 20 pounds, and accompany children in the water on swimming field trips.
- Ability to relate to children and their parents/guardians with respect, enthusiasm, warmth, friendliness, sensitivity, patience, and cooperation.
- Ability to work effectively with children and their parents/guardians who represent a wide range of social, economic, racial, and ethnic groups and level of ability.
- Ability to effectively implement accommodations and interventions for students with special needs to ensure respectful inclusion of all students in programming.
- Ability to be flexible and work cooperatively with co-workers and school staff.
- Ability to effectively communicate orally and in writing.
- Able to work before or after school.

Responsibilities

The essential job functions include, but are not limited to, the fundamental duties listed below.

- Independently implement appropriate enrichment and recreational activities planned by district staff for a group of up to 15 children and/or jointly responsible for leading larger groups in cooperation with other staff.
- Provide appropriate behavior guidance and disciplinary action as needed.
- Develop supportive relationships with participants and families.
- Build community and establish a welcoming, engaging, respectful, cooperative environment.
- Teach and model social skills, personal responsibility, problem solving, respect, and related skills.

Child Care Teaching Assistant

- Carry out appropriate health and safety procedures.
- Must participate with children in active indoor and outdoor recreational activities including swimming and walking.
- Implement and actively support the policies, procedures, and goals of the District.
- Maintain a clean, attractive environment in all programming areas.
- Practice effective teamwork; work cooperatively and collaboratively with co-workers and school staff.
- Report to work on time and complete assigned hours. Accurately record a time card and sign in/out sheet.
- Attend all required staff development sessions and staff meetings.
- Follow child accountability and supervision of children procedures.
- Follow the established Nutrition Services procedures (i.e. snack counts, sanitation).
- Provide accommodations for children with special needs and modify activities as needed to ensure respectful inclusion.
- Perform other related duties as assigned.

Physical factors include:

Frequent: standing, walking, lifting waist to chest; lifting below waist; carrying, stooping, kneeling, crouching, squatting, twisting/pivot, reaching, simple grasp, firm grasp, fine manipulation; feeling, talking, hearing & visual accommodation.

Occasional: sitting, pushing, pulling, climbing, crawling, and exposure to weather when supervising children during outdoor play time.