

# MONROE COUNTY SCHOOLS POSITION DESCRIPTION

**Title:** Day Care Worker

## GENERAL DESCRIPTION

The essential function of the position within the organization is to assist in supervising students in a day care setting and in ensuring their safety and well-being. The position is responsible for assisting with instructional tasks, food service and personal care, and performing related work as required. The position works under direct supervision according to set procedures.

### **Primary Duties:**

*This list represents the essential tasks performed by the position. These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.*

Assists assigned teacher with academic instruction and the instruction of and assistance with daily living routines, skills and concepts including personal hygiene, toileting, dressing, self-feeding as applicable.

Listens to and guides students in recitation, reading and other curriculum tasks; assists with and encourages progress in handwriting, cutting, arts and crafts, and other fine motor activities; assists with basic computer instruction.

Supervises and assists students when unloading and loading buses, in the halls and in the locker room, during aftercare, computer lab, breakfast and/or lunch, and on school grounds.

Explains assignments to and assists students with assignments as needed.

Manages assigned class in the teacher's absence.

Prepares, serves and cleans up after snacks.

Performs general clerical tasks as requested, including copying and assembling materials, storing materials, running errands, preparing materials for lessons.

May perform specialized duties as required.

Attends meetings, training and workshops as required to enhance knowledge and skills.

### **Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Employees are expected to fulfill other duties as assigned.

## **GENERAL RESPONSIBILITIES AND REQUIREMENTS**

### **Data Responsibility:**

*"Data Responsibility" refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Computes or performs arithmetic operations.

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## **People Responsibility:**

*"People Responsibility" refers to individuals who have contact with or are influenced by the position.*

Provides assistance to people in achieving task completion.

## **Assets Responsibility:**

*"Assets Responsibility" refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires minimum responsibility for only small quantities of low cost items or supplies where opportunities for achieving economies or preventing loss are negligible.

## **Mathematical Requirement:**

*"Mathematics" deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

## **Communications Requirements:**

*"Communications" involves the ability to read, write, and speak.*

Reads routine sentences or instructions; writes routine sentences and completes routine work forms; speaks routine sentences using standard grammar.

## **Complexity of Work:**

*"Complexity of Work" addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs semi-routine work following procedures, with occasional problems; requires normal attention for accurate results.

## **Impact of Decisions:**

*"Impact of Decisions" refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with minor impact - affects only those in immediate work area.

## **Equipment Usage:**

*"Equipment Usage" refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

*Handles machines, tools, equipment, or work aids involving little or no latitude for judgment regarding attainment of standard or in selecting appropriate items.*

## **Safety of Others:**

*"Safety of Others" refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

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Requires responsibility for the safety and health of others and for occasional enforcement of the laws and standards of public health and safety.

## **EDUCATION AND EXPERIENCE REQUIREMENTS**

### **Education Requirements:**

*“Education Requirements” refers to job specific training and education required for entry into the position.*

Requires high school diploma or GED.

### **Licenses Certifications Registrations Required:**

*“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Certificate as CDA or in childcare may be required.

Must possess or be able to obtain certification in CPR and First Aide; may be required to obtain other specific certifications or complete coursework as deemed necessary by supervisor.

### **Experience Requirements:**

*“Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires no prior experience, just a short demonstration.

## **AMERICANS WITH DISABILITIES REQUIREMENTS**

### **Physical Demands:**

*“Physical Demands” refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires light work involving standing or walking some of the time, exerting up to 20 pounds of force on a regular basis, and moderate dexterity in operating machinery, tools, or office equipment.

### **Unavoidable Hazards:**

*“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to extreme heat/cold, wet or humid conditions, disease/pathogens, traffic.

### **Sensory Requirements:**

*“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing and speaking abilities, color

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perception.

**American With Disabilities Act Compliance:**

ADA requires the District to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

**Term of Employment:**

Annual Contract

**Reports To:**

Building Administrator

PAY GRADE: From: 110A1 To: 110S2

Number of Months: 9 Number of Days: 180 Hours: 8

Non-Exempt

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_

Board Approved 3/18/2016