SMART-START QUALITY CHILDCARE CLASSROOM ASSISTANT

JOB DESCRIPTION SUMMARY

IMPORTANT QUALITIES OF A CHILDCARE WORKER:

Communication skills. Childcare workers must be able to talk with parents and colleagues about the progress of the children in their care. They need both good speaking skills to provide this information effectively and good listening skills to understand parents' instructions.

Decision-making skills. Good judgment is necessary for childcare workers so they can respond to emergencies or difficult situations.

Instructional skills. Childcare workers need to be able to explain things in terms young children can understand.

Interpersonal skills. Childcare workers need to work well with people to develop good relationships with parents, children, and colleagues.

Patience. Working with children can be frustrating, so childcare workers need to be able to respond to overwhelming and difficult situations calmly.

Physical stamina. Working with children can be physically taxing, so childcare workers should have a lot of energy.

Positive Role Model. Must be able to pass a Central Registry and Criminal Background Check, use appropriate language and be a positive role model demonstrating honesty and integrity.

PRIMARY RESPONSIBILITIES:

- Nurture and care for children while parents are at work or school.
- Ensure that all children are signed in and that the daily attendance is accurate. Keep the sign-in sheet with you whenever you leave the classroom.
- Conscientiously supervise children at all times and refrain from being distracted by cell phone or other electronics. Strive to keep the children safe.
- Supervise and interact with children when they are playing outside or in the Super Room
- Cooperatively work with other teachers in your classroom and share ideas of how to improve the care and function of your classroom
- Make sure your classroom is within the legal ratios at all times and do not leave the classroom for extended periods of time unless during nap time.
- Be actively involved in the affairs of your classroom and be willing to do more than your fair share of the work.
- Be honest in clocking in while performing child care responsibilities and clocking out when you are on a break or tending to personal issues.
- Ensure a positive and sanitary eating experience for meals and snacks as you serve the meals provided by the cook.
- Fill out the meal roll call sheets during meals and snacks.
- Be aware of children's allergies and have them posted for substitute or new staff.
- Model good eating habits and serve the meals family style as much as possible allowing older

children to pour their own milk and serve themselves their food.

- Perform good hand-washing techniques **before** and **after** meals and snacks.
- Organize activities and implement curricula that stimulate children's physical, emotional, intellectual, and social growth.
- Plan and display a predictable, yet flexible daily routine that allows the children to have enough playtime, physical activity, rest, and intellectual stimulation.
- Read to the children daily.
- Use nap time to plan and prepare daily and long-term units and activities
- Get down on the floor and play with, sing with, and interact with the children.
- Keep classroom tables and floors clean and sanitary thus helping to minimize illness
- Keep your classroom bathroom clean and pleasant smelling
- Sanitize toys weekly using sanitizer in kitchen or using Clorox water to wipe down large furniture
- Send home the children's naptime blankets weekly for laundering.
- Ensure children have adequate supplies from home such as diapers, sunscreen, etc.
- Provide for a child's basic needs
- Comfort children when they are crying
- Provide a calm and pleasant nap time for those children who nap with quiet music, white noise, patting or rubbing backs, rocking, etc.
- Plan and supervise quiet activities for children who do not nap. It is O.K. to have a short "quiet time" for non-napping children but it is not appropriate to require them to stay on their cots awake for an extended period.
- Bathe children if needed due to illness, accident, or lack of home care
- Be aware of emotional or developmental red flags to a child's normal development and discuss with parent and director
- Make suggestions for things parents can work on at home.
- Be positive with parents when they pick their child up and mostly share good experiences. If you handle conflicts at school, they should not be of concern to the parent and often cause undue stress. Tactfully share concerns and discuss together how the two of you can work on those issues.
- **Infant Room**: Prepare bottles and baby food following sanitation guidelines
- Infants are fed, diapered, nurtured, napped, and played with on demand. Their first year of life is when they develop trust that an adult is going to meet their needs.
- Wash and change bedding at least weekly in infant room
- Provide parents with daily records of eating, sleeping, and elimination activities
- **Infants & Toddlers**: wash bibs daily
- Immediately remove and daily sanitize any toys that are put in the mouth. Mouthed toys should be removed from play until they can be sanitized.
- Change diapers and clothes as needed following sanitation requirements. Remove soiled diapers as often as needed to keep a pleasant odor in your classroom.