

JOB DESCRIPTION

POSITIONS: CHILDCARE ASSISTANT

POSITIONS SUPERVISED: None

BROAD FUNCTION: To assist the childcare teacher in the care, education and nurturing of daycare students.

RESPONSIBILITY AND AUTHORITY: The Childcare Assistant will:

- Help with lessons and preschool activities.
- Assist with meal preparation and service as needed.
- Help stock and prepare lesson materials.
- Assist with outdoor activities and field trips.
- Do light, daily cleaning and organizing tasks, including meal clean up.
- Provide physical care and cleaning of young children as required, including toileting and hand washing needs.
- Help change diapers when indicated.
- Comply with operating and State of Michigan policies.
- Attend staff meetings.
- Participate in greeting, dismissal, play time as directed.
- Use time out discipline and redirecting techniques appropriately.

REPORTS TO: Childcare Teacher

EMPLOYMENT: This is a full or part-time hourly position.