



**CEDAR VALLEY**  
CATHOLIC SCHOOL

## **JOB DESCRIPTION**

**POSITION NAME:** CHILD CARE ASSOCIATE\*/ASSISTANT

**CLASSIFICATION:** NON-EXEMPT, FULL & PART TIME, \$9.00-\$13.00 AN HOUR

**REPORTS TO:**

EARLY CHILDHOOD DIRECTOR

**EFFECTIVE DATE:** 02/14/2020

### **QUALIFICATIONS/PERSONAL CHARACTERISTICS:**

1. Support and foster the Christian uniqueness of the learning community.
2. Use Gospel values as the basis for decision-making.
3. Possess an ability to be flexible, adaptive, and cooperative.
4. Is confidential about work-related matters.
5. Demonstrate an aptitude for the work to be performed.
6. Possess the organizational and technological skills required.
7. Displays patience and understanding.

\*Associate – Minimum associates degree in Early Childhood

### **DUTIES/RESPONSIBILITIES:**

1. Support and promote the philosophy of Catholic education and contribute to building a spirit of unity within the school and the Cedar Valley Catholic Schools System.
2. Comply with rules and objectives of the school, Cedar Valley Catholic Schools, and the Archdiocese of Dubuque.
3. Promote positive public relations with staff, parents, and the public in all daily contacts especially in telephone conversations and center visitations.
4. Assist in implementing the daily program of developmental experiences for preschool children and an enrichment program for school-age children.
5. Direct and participate in-group and individual activities with children.
6. Help children learn to adapt and cope with real life situations.
7. Help children to develop appropriate habits in such activities as eating, dressing, social skills, play, and napping.
8. Observe the health of the children and report conditions needing attention to the onsite director or early childhood coordinator.
9. Provide quality care for children by offering a loving respectful climate, and a safe environment.
10. Work cooperatively with children, parents, staff, and volunteers to insure a professional, competent program.
11. Be flexible and willing to accept change.
12. Possess a working knowledge of emergency procedures.

13. Maintain a constant watch over children entrusted in his/her care and is aware of their location at all times.
14. Communicate effectively with and show respect for parents.
15. Respect and maintain confidentiality of all information received in connection with work.
16. Assist with general housekeeping in classrooms and other areas used by the program.
17. Ensure proper care of the building, equipment, and supplies. Report damages, need for repairs and problems with the facility.
18. Perform daily duties as requested in order to maintain the normal functioning of the center.
19. Possess a working knowledge of the function goals, policies, and philosophy of the center.
20. Serve as proper role model for children and a model for trainees, volunteers and other personnel in the center.
21. Assist with attendance.
22. Foresee safety of children to avoid accidents.
23. Perform other tasks determined by the Early Childhood Director

*The physical demands and work environment characteristics described above are representative of the physical capabilities that must be met by an employee and the working conditions that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*