

Jordan School District  
**CLASSIFIED JOB DESCRIPTION**

Job Title: **Child Care Assistant I PT (O79) – II PT (O80)**  
**Child Care Assistant I FT (R05) – II FT (R06)**

Job Family: 04

Department: High Schools

Lane Placement: **(1 - O79 and R05)**  
**(2 - O80 and R06)**

Supervisor's Title: Principal and Child Care Manager

Contract: 187 Days or Hourly

Original date: 04/85 Revised: 10/05 Revised: 07/16 Revised: 06/22 Revised: 02/23

### **GENERAL FUNCTION**

Under the direction of the school principal and the Child Care Manager, the **Child Care Assistant** is responsible to perform a variety of duties related to the care of child care children. Prepares and sets up the facilities and cleans and sanitizes the facilities after class. Assists with daily instructional activities to children. Creates and maintains a safe and healthy learning environment. Assists with establishing and maintaining standards of behavior for children; oversees the behavior of children at play and in the classroom. Takes care of child needs (i.e., feeding, toileting, diapering, general health care, etc.).

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

### **ESSENTIAL FUNCTIONS**

- Perform a variety of duties related to the care of child care children.
- Prepare and set up the facilities and clean and sanitize the facilities after class.
- Ensure child needs are taken care of (e.g., feeding, toileting, diapering, general health care, etc.). Monitor student health concerns as needed.
- Maintain and update appropriate records and provide clerical support.
- Organize parties and special events.
- Assist with daily instructional activities to children. Create and maintain a safe and healthy learning environment.
- Assist with establishing and maintaining standards of behavior for children; oversee the behavior of children at play and in the classroom.
- Prepare facilities each day, including laundry, cleaning, wash dishes, sanitize toys, etc.
- May perform one or more of the following specific office duties as assigned (e.g. assist with instructing high school CTE students on day-to-day functioning of the child care facility; assist with balanced menu planning; order and pick up supplies and food; prepare food and snacks; etc.)
- This position requires punctual and regular daily attendance at assigned work location.

### **NON-ESSENTIAL FUNCTIONS**

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

### **QUALIFICATION REQUIREMENTS**

- Incumbent must be fingerprinted and clear a criminal background check.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

**Minimum Job Qualifications:**

- High School diploma, GED or equivalent as reviewed by the Department of Human Resources preferred.
- A Child Care **Assistant I** is preferred to have six (6) months experience working with child care age children.
- A Child Care **Assistant II** must be “Highly Qualified” which includes:
  - Complete a minimum of an associate’s degree, or
  - Complete two years (48 semester hours) of accredited study, or
  - Meet a rigorous standard and demonstrate the knowledge of and the ability to assist in instructing reading, writing and mathematics through an assessment administered by the district. (Parapro Assessment)
- Food handler’s permit must be acquired within six (6) months of hire. CPR/First-Aid training preferred.
- Must demonstrate competence in reading, writing and simple math.
- Requires ability to make quick decisions concerning the care and teaching of children.
- Requires ability to work in stressful environment and must be flexible and patient.
- Requires ability to handle medical, toileting or other issues that may arise.
- Requires ability to follow instructions of the child care manager or classroom teacher.
- Requires ability to relate well with students, parents, and interact with co-workers in both structured and unstructured situations.
- Must be self-motivated and proactive in completing tasks with minimal direction.

**NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.**

**Machines, Tools & Equipment Used:**

- Standard office equipment. Washer, dryer, dishwasher, oven, microwave, etc.

**Physical Requirements – Not limited to the following:**

- Constant walking and standing.
- Frequent awkward lifting from floor to waist up to 35 pounds. Frequent awkward positions (standing to/from floor).
- Occasional lifting from floor to shoulder up to 22 pounds and awkward reaching.
- Frequent sitting on the floor unsupported, bending and kneeling.
- Occasional use of keyboard/mouse.
- Working outside on playground in all weather conditions.

- Occasional (0-33%)    Frequent (34-66%)    Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

**NOTE:** *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*