**School-Age Caregiver Position Description**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DOH:\_\_\_\_\_\_\_\_\_\_\_\_\_**

**General Function:** The School-Age Caregiver (Caregiver) is responsible for providing safety, supervision, and care for school-age children through caring, positive, and authoritative relationships. The caregiver fosters an environment where children feel safe, welcome, and comfortable. The Caregiver assists in the development of program activities, as well as creating a quality environment for staff and children.

**Essential Job Functions:**

**Safety**

* Protects and enhances the health, safety, and security of children.
* Identifies safety hazards, immediately corrects them, and/or reports them to a supervisor.
* May come in contact with children who are ill and/or contagious and must take precautions to ensure the health and safety of all children, parents, and themselves.
* Assures a safe, fun, and age-appropriate environment that enhances the health, safety, and security of children.
* Knows and applies basic first-aid and prepares accident reports in cases of injury.
* Maintains a clean and orderly childcare environment.
* Maintains and stores equipment properly
* Wears appropriate clothing for childcare.

**Child Development**

* Assists children in a way that develops the child’s role, initiative, as well as helping them learn.
* Gears the program to the needs of individual children with concerns for their development, interests, and special needs.
* Supervises children carefully and closely.
* Maintains discipline policies and provides guidance.

**Parent Relationships**

* Interacts with parents and children in a positive way, treating them with dignity and respect.
* Communicates the child’s progress within the program.

**Planning**

* Plans a significant amount of program activities and curriculum designed to facilitate positive development and a sense of community.
* Ensures sufficient materials are available for planned activities.
* Implements activities, enrichment clubs, and special events.

**Professional Development**

* Attends required meetings, training events, CQI meetings, conferences, and workshops.
* Maintains required level of training hours (24 per year) and required documentation.
* Maintains a professional attitude and loyalty to the program by supporting Children’s Choice policies and philosophy.

**Staff Relationships**

* Works cooperatively and harmoniously with all staff.
* Performs an equal share of general housekeeping duties.

**Attendance**

* Adheres to regular work, activity, and training schedule.
* Follows proper procedures for calling-in and requesting time off.

**Other Duties:** Please note that this position description is not designed to cover or contain a complete listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time, without notice.

Reasonable accommodations may be made to enable those with disabilities to perform the essential job functions.

**Skills/Knowledge/Abilities/Attributes**

* Warm and friendly personality.
* Sensitive to the feelings and needs of others.
* Relates well to children.
* Fulfills responsibilities in accordance with the Children’s Choice mission and program goals.

**Supervisory Responsibilities: None**

**Work Environment**

* The Caregiver works in a busy and occasionally noisy environment. There may be a number of activities and situations happening at once. The Caregiver must supervise all children at all times, unless otherwise instructed by the site director.
* The Caregiver may experience smells associated with toileting and children who are ill.
* Caring for children can be stressful. There may be a number of situations happening at once and the Caregiver must be prepared to handle accidents and emergencies at any given time.

**Physical Demands**

* Must have the physical ability to separate children as needed.
* Should be able to lift a minimum of 25lbs.
* May spend time sitting on the floor or on child-sized furniture.
* Participates in facility housekeeping.
* Must be energetic and willing to switch from a slow to fast pace (and vice-versa) at any given time.

**Travel: None**

**Required Education**

* High School Diploma or GED

**License/Certification/Background Check Clearance**

* Obtain Criminal Records Clearance through ECECD and APS by being fingerprinted prior to starting work.

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**Employee Signature Date**