

## **JOB TITLE: INSTRUCTIONAL MONITOR II/CHILD CARE WORKER II**

REPORTS TO: CHILD DEVELOPMENT CENTER SUPERVISOR

SALARY SCHEDULE: CLASSIFIED SALARY SCHEDULE C2

CLASS CODE: 7319

### **Scope of Responsibilities:**

Under the direct supervision of the Child Development Center Supervisor, the Child Care Worker is an integral member of the child care team, assisting in the routine supervision, care, and education of children enrolled in the program.

### **Performance Responsibilities:**

- Supervise and monitor the safety of children in their care; treat children if injured according to state regulations and completes accident reports; report to parents, and Child Development Center Supervisor in a timely manner
- Model language and social-emotional development through engaging in interaction and play with the children
- Organize activities or implement a curriculum that allow children to learn about the world and explore interests
- Develop schedules and routines to ensure that children have enough physical activity, rest, and playtime according to state regulations
- Prepare meals and organize mealtimes and snacks for children
- Help children keep good hygiene
- Change diapers or pull-ups for children who are in diapers or pull-ups
- Assist in maintaining records of children's progress, routines, and interests
- Assist in carrying out the weekly lesson plan
- Communicate with parents/guardians daily concerning the progress of children in their care
- Other duties as assigned by the Child Development Center Supervisor

### **Minimum Qualifications:**

1. High School Diploma or G.E.D
2. Child Development Associate (CDA) Credential
3. Must pass a background criminal investigation check; and a T.B. skin test
4. Six (6) hours of cabinet-approved orientation within the first three (3) months of employment; nine (9) hours of cabinet-approved early care and education training within the first year of employment, including one and one-half (1 1/2) hours of pediatric abusive head trauma training; and (15) hours of cabinet-approved early care and education training during each subsequent year of employment, including one and one-half (1 1/2) hours of pediatric abusive head trauma training completed once every five (5) years

5. Working knowledge of two year olds, and preschool age child care techniques
6. Ability to understand and carry out non-technical oral and written directions and to follow prescribed routines
7. Ability to get along well with others and remain calm and alert in potentially stressful situations

### **Physical Demands:**

While performing the duties of this job, the employee is frequently required to walk, stand, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move 20-25 pounds, and occasionally lift and/or move 35-50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.