

**CHANDLER UNIFIED SCHOOL DISTRICT  
JOB DESCRIPTION**

**CLASSIFICATION:** INSTRUCTION  
**TITLE:** CHILDCARE I  
**CALENDAR:** [CHILDCARE I FULLTIME](#)  
[CHILDCARE I PART TIME](#)  
**SALARY:** [GRADE 4](#)

**Job Goal:**

Assist in providing quality child care in a nurturing, safe environment using developmentally appropriate curriculum

**Minimum Qualifications:**

- High School Diploma or equivalent
- Ability to operate standard office equipment including computer and related software
- Satisfactory criminal background check

**Core Job Functions:**

- Assist Childcare II staff with supervising children in the child development program including play periods, meal time, field trips, assemblies, bathroom and emergency drills
- Translate, when required, (both oral and written) for parents, students, staff and others
- Assist Childcare II staff with developing and creating bulletin boards, signs, borders and classroom displays
- Assist students with various physical, emotional and educational needs
- Alert the director/supervisor to any problem or special information about a student
- Maintain the confidentiality of protected student and staff member information even after no longer employed
- Be flexible and perform other duties relating to general job function as assigned by supervisor
- Work in collaboration with Childcare II staff to maintain a safe and healthy learning environment.
- Keep educational materials, equipment and the general room environment neat, safe and clean.
- Accept responsibility for students well being and safety while they are in employee's care
- Be alert to and report the possibility of any substance use, child abuse, or dangerous situation based upon daily observation
- Operate and care for school district's equipment properly
- Follow district policies as outlined
- Perform all duties in a safe and prudent manner as directed by supervisors
- Enroll in a minimum of 12 contact hours of Early Childhood in-service each year
- Maintain/Obtain CPR/First Aid Certification and Food Handler's Card
- Maintain/Obtain Food Handler's Card

**Core Values/Professional Qualities:**

- Respond to all internal and external customers, as it relates to position, in a prompt, efficient, friendly and patient manner
- Function effectively as a team member
- Be responsible, reliable and punctual
- Be flexible and adaptable to change
- Positively accept direction
- Establish and maintain courteous, cooperative working relationships with students, staff and parents

- Direct constructive criticism toward improving the district
- Exercise positive problem solving behavior and conflict resolution skills
- Adhere to the dress code appropriate to the site and job
- Share sensitive student and staff information on a need to know basis
- Be a positive role model for students
- Work with a large cross section of people in a professional and non-judgmental manner

### **Physical Requirements – Working with Students**

Positions in this classification typically require: stooping, kneeling, crouching, standing, walking, sitting, finger or manual dexterity, repetitive finger motion, speaking, hearing, seeing (with correction), focusing ability, or other factors applicable for the job. Employees may be subject to travel, odors, dusts, poor ventilation, workspace restrictions, bloodborne pathogens, and loud noises. Employees may be required to lift or exert up to 30 pounds of force to move objects occasionally, up to 20 pounds of force to move objects frequently, and up to 10 pounds of force to move objects constantly. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions