

**CHANDLER UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

CLASSIFICATION: INSTRUCTION
TITLE: CHILDCARE II
CALENDAR: [CHILDCARE II FULLTIME](#)
[CHILDCARE II PART TIME](#)
SALARY: [GRADE 6](#)

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

Minimum Qualifications:

- High School Diploma or equivalent
- Two Year's experience in a childcare setting desired
- Ability to operate standard office equipment including computer and related software
- Satisfactory criminal background check

Core Job Functions:

- Supervise children in the child development program but not limited to play periods, meal time, field trips, bathroom, assemblies and emergency drills
- Prepare lesson plans and instructing children with age appropriate curriculum
- Translate, when required, (both oral and written) for parents, students, staff and others
- Develop and creating bulletin boards, signs, borders and classroom displays
- Assist students with various physical, emotional and educational needs
- Provide guidance and direction to students regarding appropriate behavior and social skills.
- (If applicable) Assisting with assessments, grading papers and completing records under the supervision of the supervisor/teacher
- Alert the director/supervisor to any problem or special information about a student
- Communicate with parents on student's progress, behaviors, issues and outcomes
- 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
- Establish and maintain a safe and healthy learning environment.
- Keep educational materials, equipment and the general room environment neat, safe and clean.
- Attend all staff training sessions, meetings and programs.
- Accept responsibility for students well being and safety while they are in employee's care
- Be alert to and reporting the possibility of any substance use, child abuse, or dangerous situation based upon daily observation
- Operate and caring 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
- Participate in and/or leading in-service programs
- Maintain current CPR/First Aid Certification and 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.