

<b>Job Description Title:</b>	<b>Child Care Provider</b>	<b>Primary Supervisor(s):</b>	Center Director
<b>Department/Group:</b>	Administration/Operations	<b>Secondary Supervisor(s):</b>	Executive Director
<b>Location:</b>	61 – 13 <sup>th</sup> Street Wheeling, WV	<b>Travel Required:</b>	Minimal
<b>FLSA Classification:</b>	Non-Exempt - Hourly	<b>Position Status:</b>	Full Time/Part Time/Casual
<b>General Work Day/Week:</b>	7:00 am to 5:30 pm Monday through Friday	<b>Physical Demands:</b>	Medium / Active
<b>Education and Experience:</b>	<ul style="list-style-type: none"> <li>• Be at least 18 years old</li> <li>• High school diploma required</li> <li>• Minimum 1 year relevant work experience in a child care center of similar style</li> <li>• WV Training Certificate in Early Care and Education (STARS training program) or equivalent</li> </ul>	<b>Performance Metrics/KPI's:</b>	<ul style="list-style-type: none"> <li>• Quality, Cleanliness, teaching/education, lesson plans</li> <li>• Creativity – quality of how they run the classroom.</li> <li>• Communication</li> </ul>
<b>Mission Statement:</b>			
King’s Daughters Child Care Center cares for children in a nurturing, safe environment encouraging educational experiences, which promote social, emotional, physical, and cognitive development.			
<b>Primary Responsibilities/Essential Job Duties:</b>			
<ul style="list-style-type: none"> <li>• Participate as a cooperative member of a developmental team in maintaining a safe, clean, and healthy learning environment for children that is in compliance with all applicable licensing, health, fire, and safety regulations, as well as all agency policies and procedures.</li> <li>• Diaper changing and bathroom monitoring of children.</li> <li>• Participate in planning and implementing the classroom curriculum and child assessments.</li> <li>• Identify signs of emotional or developmental problems in children and bring them to parents' or guardians' attention.</li> <li>• Practice the core competencies of early childhood educators.</li> <li>• Assist in developing classroom programs designed to meet the individual needs of each child to encourage healthy emotional, social, physical, and intellectual growth.</li> <li>• Present a positive and appropriate role model for the children in interpersonal interactions, language usage, and attitude.</li> <li>• Maintain positive communications with parents or guardians about daily activities, behaviors, and related issues.</li> <li>• Maintain accurate records in compliance with applicable regulations and agency policies and procedures.</li> <li>• Assist with food service to the degree necessary to assure that the needs of each child are met at mealtimes.</li> <li>• Participate in staff development and training programs.</li> <li>• Perform housekeeping duties, such as laundry, cleaning, dish washing, and changing of linens.</li> <li>• Organize and store toys and materials to ensure order in activity areas and sanitize toys and classroom.</li> <li>• Assist in preparing food and serving meals and healthy snacks to children. Sterilize bottles and prepare formulas.</li> <li>• Instruct children in health and personal habits, such as eating, resting, and toilet habits.</li> <li>• Maintain all applicable certifications (ie: food handlers, CPR/First Aid, Annual CACFP training, and others as assigned)</li> <li>• Perform other classroom and childcare related duties as directed by the Classroom Coordinator, the Center Director, or the person-in-charge.</li> </ul>			

<b>PHYSICAL / ENVIRONMENTAL DEMANDS: <i>The table below shows how much on-the-job time is spent in the following physical activities:</i></b>				
<b>ACTIVITY:</b>	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Standing			X	
Walking			X	
Sitting		X		
Using hands to finger, handle or feel				x
Reaching with hands and arms				x
Climbing or balancing	x			
Stooping, kneeling, crouching, or crawling		x		
Talking or hearing				x
Tasting or smelling		X		
Driving	X			

This position is described as **medium/active physical activity** performing non-strenuous daily activities of child care nature. This position requires lifting or carrying items up to 75% of the time. Frequency of weight lifted is as follows: 25-50 lbs. up to 75% of the time.

This position requires both close and distant vision. This position requires the need to occasionally attend meetings before and after work hours. The work environment is well lighted, heated/air conditioned indoor office setting with adequate ventilation. The position requires employees to work independently with children while staying in the approved ratio (Infants 1:4, Toddler 1: 4, Toddler 2:7 & Preschool 1:10 & Pre-K 1:12)

**Equipment Used:** Computer/laptop, telephone, copier, fax, scanner, printer.

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**Employee Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Center Director**

\_\_\_\_\_  
**Executive Director**