

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Child Care Worker

Class Code: 31043

Pay Grade: GB

A. Purpose:

Provides childcare services in a child care center or preschool environment to maintain the physical and psychological well being and developmental needs of children.

B. Distinguishing Feature:

The Child Care Worker is responsible for the care and well being of children in a child care center or preschool.

The Teacher Aide provides teaching assistance in planning, preparing and implementing daily educational programs by devising instructional methods and aids and observing pupils to determine limitations.

The Child Care Coordinator has overall responsibility for the management of child care center operations and staff.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions that may be found in positions of this class.)

1. Supervises children and infants in the playroom, classroom, lunchroom or playground.
2. Directs children in formal scheduled learning activities following a prescribed learning program.
3. Performs appropriate disciplinary actions from pre-established procedures.
4. Changes diapers, linens and clothing.
5. Cleans up after activities by picking up toys and games and disinfecting chairs, mats and tables.
6. Prepares and serves snacks and meals and provides assistance to the children and infants during mealtime.
7. Performs first aid treatment.
8. Dispenses authorized medications and documents such on the appropriate forms.
9. Documents and records daily attendance and disciplinary problems.
10. Attends mandatory training sessions to maintain state certification for the child care center or preschool.
11. Performs other duties as assigned.

D. Reporting Relationships:

Reports to a Child Care Coordinator. Does not supervise.

E. Challenges and Problems:

The Child Care Worker is challenged to respond to the developmental needs of children, which is difficult because it requires an individual interaction with each child, while supervising an assigned group of children.

Typical problems the incumbent resolves include coping with the personalities and behaviors of a large number of children of diverse ages, resolving conflicts between children, and gaining and retaining children's interest and attention during learning and playtime activities.

F. Decision-making Authority:

The Child Care Worker is free to determine what type of disciplinary method to use for each particular case in accordance with established procedures and to adapt daily lesson plans to meet the needs of the children.

Decisions referred to the supervisor include determining the types of disciplinary methods to be used, procedures to use with uncontrollable or aggressive behavior, discussions with parents regarding behavioral problems, content of lesson plans and daily lesson plan schedules.

G. Contact with Others:

The incumbent receives daily assignments from an immediate supervisor or child care coordinator. The incumbent attends meetings with other staff members to review programs and discuss the progress and welfare of children under their supervision. The incumbent has daily contact with parents, children and staff members from other agencies to coordinate activities and exchange information.

H. Working Conditions:

The Child Care Worker works in a child care center environment and may be exposed to childhood diseases. The incumbent is required to lift and carry children.

I. Knowledge, Skills and Abilities:

Knowledge of:

- English grammar, spelling, and punctuation;
- basic housekeeping and food preparation cleanliness;
- basic infant and child hygiene requirements.

Ability to:

- understand and apply instructions;
- communicate information clearly and concisely;
- count accurately and record numerical and alphabetical data onto forms;
- compare information and recognize discrepancies;
- observe, recognize and report abnormal child behavior;
- perform basic first aid treatment to stop bleeding, immobilize extremities and respond to environmental emergencies;
- assist children with personal care to include bathing, dressing, toileting, and related hygiene needs;
- lift 50 pounds;
- exercise tact and discretion in dealing with others.

Licenses: Must possess or be able to obtain a card attesting to cognitive and written examination skills required to perform child CPR and child foreign body airway obstruction or Heimlich maneuver