

Learning Lamb Early Development Center Substitute Job Description

Job Title: Substitute After-Care Floater Assistant – Child Care

Program: Early Childhood Education (ECE & SAC)

Reports to: Child Care Center Director

FLSA Status: Non-exempt

Pay Rate: \$8.00 per hour

SUMMARY:

After School Care Assistant works to provide good quality care for all children that participate in the program at the end of the school day.

DUTIES AND RESPONSIBILITIES:

1. Ensure a warm, caring and stimulating environment for children ages 5-12 years.
2. Sign children in and out each day.
3. Help organize and supervise the children completing their homework.
4. Check and verify proper identification of responsible adult picking up the child from aftercare accordingly.
5. Be aware and well versed on each child's specific needs i.e.: dietary restrictions, allergies, disabilities, etc.
6. Ensure you uphold and respect parent/guardian special instructions within reason as it pertains to their child/ren.
7. Work as a dedicated team member of the After School Care Assistants.
8. Knows all health and emergency policies of the program and is ready to implement them if necessary.
9. Help organize and store toys/equipment/supplies and materials to ensure order in activity areas and maintain a safe play environment.
10. Help supervise children for restroom breaks.
11. Help supervise outdoor play activities
12. Discipline children and recommend or initiate other approved measure to ensure appropriate behavior is maintained always.
13. Maintain a professional attitude at all times.
14. Maintain appropriate communication with staff, children, and families at all times. Maintain an open, warm and very professional relationship with all families.
15. Maintain accurate, complete and timely client and child care center records. Completes daily attendance records.
16. Maintain up to date emergency forms, curriculum plans, individual child development profile and other records as needed.
17. Completed and reports any symptoms of child abuse to Center Director and/or child abuse hotline.
18. Completes daily health checks regarding hygiene, safety, and overall well-being of the children.
19. Reports all staffing and after school care program concerns to supervisor in a timely manner.
20. Performs miscellaneous job-related duties as assigned.

21. Social Media presence must in no way be disparaging of LLEDC.

MINIMUM JOB REQUIREMENTS:

High school diploma preferred, but not required.

Experience working with children is essential.

Knowledge of early childhood education – course work or prior experience preferred.

CPR Certification required within 2 months of date of hire.

Must pass a pre-employment criminal background check.

TB Test must be completed and be read with results prior to employment.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Ability to understand and follow specific instructions and procedures.
- Ability to communicate effectively, both orally and in writing.
- Child supervision skills.
- Ability to provide basic nutrition and hygiene services for toddlers/young children and school age children.
- Knowledge of child care facility, services and/or staff licensure and certification requirements.
- Ability to provide a supportive and caring environment for children.
- Be patient, firm but fair and have a calm approach.

PHYSICAL REQUIREMENTS:

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. While performing the duties of this job, the employee is required to:

- Frequently walks, uses hands and fingers, handle or feel objects, tools/equipment, or controls and talks or hears.
- Often required to stand and sit; reach with hands and arms; and stoop, kneel, crouch, bend squat or crawl.
- Ability to carry up to 25 pounds and in case of emergency a 40-pound child.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- Ability to smell, and distinguish odors that may be harmful to address concerns accordingly.
- May occasionally be required to drive a motor vehicle, or commercial bus.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

FOR CONSIDERATION:

Send cover letter and resume to admin@learninglamb.org

Learning Lamb Early Development Center is an **equal opportunity employer**. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status. Because of the co-location of Learning Lamb Early Development Center (LLEDC) with Adventist Christian Academy (ACA), Employees of LLEDC must ensure that their public and social media presence reflects positively on both LLEDC and ACA. Learning Lamb Early Development Center does require that employees must live a visible lifestyle that is compatible with Christian principles and employment guidelines of the Seventh-day Adventist church. The Learning Lamb Early Development Center board will be the sole arbiter of employment questions related to the application of those principles and guidelines. We are dedicated to providing a work environment free from discrimination and harassment, and where employees are treated with respect and dignity.

Employee Name Print

Employee Signature

Date

Director Signature & Date