



Position Summary

Incumbents in this class supervise high school students while they work in the Day Care Center and plan daily activities for the children attending the Center.

Supervisory Relationship

Supervised by the Day Care Center Director and head of the Home Economics Department. Supervises high school students and co-op work experience students while they work in the Day Care Center for credit as pay.

Examples of Duties

1. Plan a range of daily activities for pre-school aged children from a diverse population of socio-economic, cultural and educational backgrounds.
2. Greet parents of children at arrival and pick-up; discuss any problems, special needs, behavior programs, or give information as needed. Ensure parents complete sign in and sign out sheets.
3. Conduct daily lesson and activity plans with the children such as songs, stories, games, and art projects; monitor each activity area and rotate student teacher and aide assignments accordingly.
4. Assign student teachers and aides to activity areas; provide feedback on job performance and complete performance evaluations on a regularly scheduled basis.
5. Meet with the Program Director to discuss children, program issues, lesson plans, and menus.
6. Write lesson plans according to themes and prepare needed resources for planned activities. Plan weekly snack menu.
7. Complete various informational forms and letters for parents and students.
8. Perform custodial duties for the Center at the end of each day in area such as kitchen, laundry, bathroom, art areas, activity areas, lockers and library; lock and secure the facility.
9. Maintains regular and prompt attendance.
10. Performs other related duties as assigned.

Required Knowledge, Skills and Abilities

1. Knowledge of early child development concepts.
2. Ability to work effectively with children aged two to six.
3. Ability to plan and implement activity plans and organize needed resources.
4. Ability to work effectively with teenagers and supervise their work with children.
5. Knowledge of pre-parenting education concepts.

Minimum Qualifications for Class Entry

- High school diploma or equivalent.
- Two years previous experience in direct care activities with pre-school aged children including the responsibility to plan activities.
- Previous experience in directing the work of others. Previous training in clerical skills including typing.

Work Environment

Incumbents work in a Day Care Center licensed for 30 children from two to five years of age. The staff pattern is one head teacher, two teacher aides and a rotated group of student teachers.

ADDITIONAL INFORMATION	
Employee Unit	OSEA Classified
Pay Grade	Grade 9 – 192 Day
Approved by	Cydney Vandercar, Asst. Superintendent for Administrative Services
Last revised	April 24, 2019