

**CUMBERLAND COUNTY SCHOOL DISTRICT
JOB DESCRIPTION**

Job Title: Daycare Staff
Job Class Code:
Pay Scale: per salary schedule

Reports to: Superintendent
Work Schedule: per salary table
Approval Date: June 15, 2017

PERFORMANCE RESPONSIBILITIES

Daycare Worker Responsibilities:

- Providing care for children, such as setting schedules and routines, grooming, feeding, changing diapers, and cleaning rooms and toys.
- Developing and encouraging age-appropriate learning and socialization to ensure children learn basic skills and concepts, such as communication, manners, sharing, etc.
- Maintaining a safe workplace by monitoring children for health, behavioral, and emotional issues and reporting concerns to staff and parents.
- Helping children discover new interests by introducing them to art, music, sports, and other potential hobbies.
- Ensuring children are learning positive behaviors and providing guidance or approved discipline, as needed.
- Preparing children to enter the next level of care or for entry into school.
- Keeping records relating to child care.
- Working with parents to help children progress towards educational and behavioral goals.

Daycare Worker Requirements:

- High School Diploma or equivalent.
- More education and experience may be required or preferred.
- A valid driver's license.
- Some companies or states may have a minimum age requirement.
- Additional licenses, certifications, or training may be beneficial or required.
- Decisiveness, patience, and stamina to chase after, lift, or carry children.
- Record of immunizations and ability to pass a background check.
- Exceptional communication, teaching, and interpersonal skills.
- Strong understanding of stages of childhood development.
- Attentiveness to the needs and safety of children.

MINIMUM QUALIFICATIONS

Education: High School Diploma or equivalent

Certification/Licensure: N/A

IMPORTANT NOTES

This document provides descriptive information about the aforementioned Cumberland County School District's position. Work actually performed by incumbents in this position may vary. Although this document may be used for recruiting, staffing, or career planning, the information contained herein should only be used as a guideline or recommendation for the content and qualifications for this position. An individual's ability to meet the qualifications and capabilities described in this document is not a guarantee of employment or promotion. Cumberland County School District reserves the right to make changes to this document as deemed necessary without providing advance written notice. This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, age, disability, or national origin.