

# McDOWELL TECHNICAL COMMUNITY COLLEGE

## Job Description Form



Division/Department	Childcare Development Center
Job Title	Childcare Assistant
Reports to	Director of Childcare – Chelsie Arrowood

Level/Grade	Type of position: <input checked="" type="checkbox"/> Part-time Temporary	
Revision Date 07/18/22		

### GENERAL RESPONSIBILITIES

The Childcare assistant will work closely with the members of the Childcare Development Center. Working with children ages 6mo-5years. Floating from each classroom to develop a wide variety of skills.

### SPECIFIC RESPONSIBILITIES

- Provide a healthy, happy, loving atmosphere using kindness, affection positive direction and reinforcement always projecting a quiet, gentle voice.
- Be safety conscious- familiar with centers safety standards for indoor and outdoor play
- Assist with implementation of teacher's activity plans, helping to gather and organize needed materials, and supplies for the day.
- Follow the daily schedule allowing flexibility
- Consult with the teacher about behavior problems, we do not discipline children.
- Adhere to all policies and procedures as outlined in the center handbook
- Keep the floors swept and free from debris, as needed
- Clean and disinfect the tables after each activity and at the end of the day, as needed
- Promote positive health practices that will reduce the spread of disease, including daily hand washing upon entering school, after using the restroom, and before and after eating.
- Report to the teacher any damaged equipment and the need for supplies
- Replace all materials used to their proper places.

### QUALIFICATIONS

- Will need to pass background check
- Provide proof of T-dap vaccination
- Proof of up to date physical