



CEDAR VALLEY
CATHOLIC SCHOOLS

JOB DESCRIPTION

POSITION NAME: TODDLER CHILD CARE ASSOCIATE

CLASSIFICATION: NON-EXEMPT, NON-CERTIFIED
FULL TIME, 260 DAY

REPORTS TO:
ON SITE DIRECTOR
EARLY CHILDHOOD COORDINATOR

EFFECTIVE DATE: 11/12/22

QUALIFICATIONS/PERSONAL CHARACTERISTICS:

1. Self-starter with ability to function at a high level combined with the spirit of cooperation and harmony in a Christian environment.
2. Strong communication skills.
3. Promote positive public relations with internal and external publics.
4. Ability to maintain confidentiality at all times.

ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES: *(The essential functions/major responsibilities listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change by the employer as the needs of the employer and requirements of the job change.)*

DUTIES/RESPONSIBILITIES:

1. Promote positive public relations with staff, parents, and the public in all daily contacts especially in telephone conversations and center visitations.
2. Assist in implementing the daily program of developmental experiences for preschool children and an enrichment program for infants (12 to 24 Months).
3. Direct and participate in-group and individual activities with children.
4. Help children learn to adapt and cope with real life situations.
5. Help children to develop appropriate habits in such activities as eating, dressing, social skills, play, and napping.
6. Observe the health of the children and report conditions needing attention to the onsite director or early childhood coordinator.
7. Provide quality care for children by offering a loving respectful climate, and a safe environment.
8. Work cooperatively with children, parents, staff, and volunteers to insure a professional, competent program.
9. Be flexible and willing to accept change.
10. Possess a working knowledge of emergency procedures.

11. Maintain a constant watch over children entrusted in his/her care and is aware of their location at all times.
12. Communicate effectively with and show respect for parents.
13. Respect and maintain confidentiality of all information received in connection with work.
14. Assist with general housekeeping in classrooms and other areas used by the program.
15. Ensure proper care of the building, equipment, and supplies. Report damages, need for repairs and problems with the facility.
16. Perform daily duties as requested in order to maintain the normal functioning of the center.
17. Possess a working knowledge of the function goals, policies, and philosophy of the center.
18. Serve as proper role model for children and a model for trainees, volunteers and other personnel in the center.
19. Assist with attendance.
20. Foresee safety of children to avoid accidents.
21. Perform other tasks determined by the On Site Director or Early Childhood Coordinator

The physical demands and work environment characteristics described above are representative of the physical capabilities that must be met by an employee and the working conditions that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.