

DISTINGUISHING FEATURES OF THE CLASS: The work involves assisting the Childcare Center’s Head Teacher in the supervision and observation of children in a well-organized and safe physical environment. Work is performed under the supervision of the Head Teacher. Supervision is not a function of this class. Does related work as required.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Tends to the needs of each child in the Childcare Center as appropriate;

Guides children in working and playing;

Maintains neat work and study areas;

Helps prepare instructional materials;

Alerts the Head Teacher to any problem or special observation about a child;

Copies materials, maintains equipment, performs clerical duties and replenishes supplies as needed;

Attends staff meetings and staff development activities appropriate to the position as assigned by the Head

Teacher;

Takes direction from the Head Teacher regarding activity implementation, health and safety issues, discipline

and nutrition;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS:

Ability to establish good relationships with children and others; ability to maintain order in a day care setting; patience and tolerance; positive attitude; tact and courtesy; reliability; and good

judgment.

MINIMUM QUALIFICATIONS:

Graduation from high school or higher or possession of a high school equivalency diploma and one (1) year of full-time (or equivalent volunteer) experience working with young children for which references can be supplied.

*Special Requirement for Appointment at Sullivan County Community College:* Offer of employment will be subject to completion of an annual physical by a Health Care Practitioner documenting current health status including a TB test; verification from the New York State Child Abuse/Maltreatment Registry that the individual is not indicated as the subject of an abuse or neglect charge and Infant/Child CPR and First Aid certification.