

DAY CARE WORKER

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the BOCES Day Care Center and involves responsibility for supervising young preschool children and for assisting in the conduct of recreational and educational activities. The work is performed under the direction of a Day Care Specialist. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Sets up and breaks down specific program activities including arts and crafts, games, sports, reading sessions, films and related activities;
Encourages children's participation in program activities, monitors their behavior and provides assistance where necessary;
Maintains order and discipline in the center and on outings;
Attends in-service training programs;
Maintains attendance and child progress records;
Responds to parents questions on program activities and schedules as delegated by the Day Care Specialist;
Refers problems to supervisor as needed;
Aids Child Care Specialists in all phases of operations, including program orientation, supervision, and the pick-up at the end of the day;
Carries out self-initiated activities, such as reading of books, with the approval of the Child Care Specialist;
Participates in parent conferences and in the volunteer workshops;
Discusses behavioral or developmental problems with the Child Care Specialist before speaking to parents;
Aids Child Care Specialists in assuring that rooms are adequately supervised;
Participates in a pre-service day with teachers to set up and coordinate Center plans for the year;
Aids in lunch time activities.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Working knowledge of preschool child care practices and techniques; working knowledge of basic first aid; ability to establish good working relationships with young children; ability to maintain order and discipline; ability to follow oral and written instructions; ability to maintain simple records.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from high school or possession of a high school equivalency diploma;
OR
- B. Two (2) years of experience working with children in a school setting, day care, preschool program, child care program or children's recreational program; **OR**
- C. An equivalent combination of training and experience, as defined by the limits of (A) and (B) above.

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NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.