



NEW:

11/15/2016

JOB TITLE:	ASSISTANT FACILITATOR
DIVISION	DISTRICTWIDE INSTRUCTIONAL PROGRAMS
SALARY SCHEDULE/GRADE:	1A, GRADE 7
WORK YEAR:	200
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8224 8224 CLAJ, 8050 CLAA
BARGAINING UNIT:	CLAJ

SCOPE OF RESPONSIBILITIES

Assists the supervisor in planning, implementing and administrating to meet the established requirements of the district and the Kentucky Day Care Licensure. Must annually complete at least six (6) hours of child development training that enhances the quality of child care and is approved by the Cabinet of Human Resources and maintains certification in pediatric first aid and CPR.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assists with the operation and maintenance of the TAPP Co-op Child Development Center

Maintains physical facilities necessary to meet licensure requirements

Assumes the responsibilities of the supervisor when assigned

Assists in supervising and monitoring the performance of center staff and co-op students

Serves as a role model for TAPP's teen mothers

Maintains records and prepares reports as directed by the supervisor

Insures that infants receive age appropriate activities and stimulation

Responds to individual child's basic needs

Performs other activities as assigned by the Child Care Center Facilitator and/or Principal

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Two (2) or more years experience in a licensed day care center with infants

Certification in Pediatric First Aid and CPR

Effective communication skills

DESIRABLE QUALIFICATIONS

Early childhood education and/or training

Assistant supervisor experience

Footnote

After 11/15/16, future placement in this position will be reclassified to salary schedule 1A, Grade 7