



NEW: 07/01/2019  
Submitted: 06/11/2019

JOB TITLE:	ASSISTANT CO-OP CHILD DEVELOPMENT CENTER
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	1A, GRADE 4
WORK YEAR:	187 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8188
BARGAINING UNIT:	CLAA

#### SCOPE OF RESPONSIBILITIES

Assists in all aspects of the Co-op Child Development Center's operations. Must annually complete at least six (6) hours of training designated to improve the quality of child care and approved by the Cabinet of Human Resources. Must maintain certification in Pediatric First Aid and CPR.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Responds to individual child's basic needs (physical, social and psychological)
- Organizes and participates in daily stimulation activities with the children to enhance each child's development
- Provides outdoor experience for children
- Acts as a role model for TAPP's teen mothers
- Assists and works cooperatively with TAPP co-op students
- Maintains records and reports for the center as indicated by the supervisor
- Participates in maintaining the physical facility necessary to meet licensure requirements
- Establishes a room environment that nurtures children and promotes their development
- Performs health services, if needed, for which training will be provided
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Performs other duties as assigned by supervisor

#### PHYSICAL DEMANDS

The work is performed while standing or walking. 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.

#### MINIMUM QUALIFICATIONS

- High School Diploma or G.E.D.
- Experience in infant care in a licensed center.
- Certification in Pediatric First Aid, CPR and six (6) hours of state approved child care training
- Effective communication skills

#### DESIRABLE QUALIFICATIONS

- Workshop training in child care
- Certification or degree in early childhood education.
- Experience in a diverse workplace

#### Footnote

This position may be categorically funded and re-employment subject to periodic review based on availability of funds and continued need for the project.