



REVISED: Submitted:
01/24/2024 01/23/2024

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.

Must complete Orientation from Community Coordinated Care (3Cs) and CPR training within 90 days of hiring as contingency of continued employment*

Effective communication skills

DESIRABLE QUALIFICATIONS

Workshop training in child care

Certification or degree in early childhood education.

Experience in infant care in a licensed center

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.

*The Co-op Child Development Center maintains required ratios of trained staff in all center classrooms.