



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

JOB TITLE:	ASSISTANT FACILITATOR
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	IA, GRADE 7
WORK YEAR:	200 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8224
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
- Completes all trainings and other compliance requirements as assigned by the designated deadline
- Performs other activities as assigned by supervisor

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 of 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
- Experience in a diverse work place