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