

**PLANO INDEPENDENT SCHOOL DISTRICT**  
**Job Description**

<b>Job Title:</b>	Child Caregiver	<b>Wage/Hour Status:</b>	Nonexempt
<b>Reports To:</b>	Site Manager / Coordinator Employee Child Care	<b>Date Revised:</b>	11/15/16
<b>Dept./School:</b>	Employee Child Care		

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**Primary Purpose:**

Responsible for providing care and instruction to the children at the Employee Child Care center.

**Qualifications:**

**Education/Certification:**

High School Diploma or equivalent (preferred)

Acquire and maintain current CPR and first aid certificates

Per the Texas Department of Family and Protective Services, employees must attend a pre-service training (24 training hours) within 90 days of hire for new employees in licensed centers who have less than 2 years' experience in regulated child care; the 24 hours MUST be completed before the employee may be counted in the child/caregiver ratio. Employees may not be compensated for pre-service hours. Must be 18 years of age or older.

**Special Knowledge/Skills:**

Knowledge of Texas child care guidelines and state licensing for child care facilities

Ability to work flexible hours, be punctual and demonstrate a positive attitude

Display good communication skills and ability to receive and follow directions

Strong organizational, time management and interpersonal skills

Ability to demonstrate a high degree of flexibility and adaptability

**Preferred Experience:**

Child Development Associate (CDA) credential (preferred)

Two to three years successful classroom experience in a licensed child care center

Experience in child care related fields (preferred)

**Major Responsibilities and Duties:**

Provide on-site leadership for the day-to-day activities of the children in the child care center

Implement curriculum and daily lesson plans based on assessment of each child's development and the goals of the employee child care center while adhering to state guidelines

**Job Title:** Child Caregiver

Monitor and observe groups of children indoors and outdoors

Ensure that each child receives individual attention

Provide positive guidance to help children develop the ability to be self-disciplined

Use developmental milestones as the primary means of gathering developmental data on child's growth

Work as a member of a team to ensure continuity of curriculum and high standard of quality in all classrooms in the center

Attend regular staff meetings with caregivers to discuss and plan for the children

Observe and report any hazardous conditions of the building, grounds or equipment to supervisors

Communicate regularly with parents on children's daily charts including at annual parent conferences

Maintain the care-giving standards established by the Texas Department of Family and Protective Services (DFPS) and the standards set by the Academy of Early Childhood Programs

Perform emergency evacuation procedures, administer medication and attend to the hygienic needs of children with ease

Maintain confidentiality of information regarding children, parents and other staff

Follow all rules, regulations, and policies of Plano ISD and follow directives from superiors

Follow attendance policy as assigned by supervisor

Perform other functions that may be assigned by the Administration and/or supervisor

**Supervisory Responsibilities:**

Provide on-site leadership to substitute staff and others who may participate / assist in assigned classrooms

**Working Conditions:**

**Mental Demands:**

Ability to communicate effectively (verbal); maintain emotional control under stress; work with frequent interruptions

**Physical Demands/Environmental Factors:**

Frequent standing, stooping, bending, kneeling, pushing and pulling; occasional prolonged and irregular hours, occasional lifting of up to 50 pounds

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**ACKNOWLEDGEMENT:**

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities may be an acceptable substitute for the above specified education and experience requirements at the sole discretion of District Administration.

**Approved By:** W. Noel McBee, Compensation Coordinator

**Date:** 11-15-16

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The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration and/or my supervisor has the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

My signature below indicates I understand and acknowledge my job description.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_