

**PLANO INDEPENDENT SCHOOL DISTRICT**

**Job Description**

**Adult Temp**

<b>JOB TITLE:</b>	Child Caregiver Aide {Adult Temp}	<b>WAGE/HOUR STATUS:</b>	Non-Exempt
<b>REPORTS TO:</b>	Child Caregiver/ Site Manager and Coordinator	<b>Adult Temp:</b>	\$ 10.00 per hour
<b>DEPT./SCHOOL:</b>	Student Services/ Employee Child Care	<b>DATE REVISED:</b>	8/27/2013

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**PRIMARY PURPOSE:**

Child Caregiver Aide will be responsible for assisting the Lead Caregiver in implementing the child care program and assuring that each child is well cared for and safe at the PISD Employee Child Care Center. Child caregiver will report to the Lead Caregiver with indirect supervision by the Coordinator.

**QUALIFICATIONS:**

Must have a high school diploma or equivalency

Is 18 years of age to adhere to federal regulation

Able to obtain and maintain CPR and First Aid Certificates

Per the Texas Department of Family and Protective Services, employees must obtain pre-service training hours (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.

Please Note: Newly hired employees will not be compensated for pre-service hours, however they may obtain the hours through the PISD Employee Child Care or they may obtain the hours on their own. Hours obtained through the PISD Employee Child Care may be completed at the center by completing observation times, devising lesson plans pertaining to the appropriate age groups present at the center, and completing an 8 hour pre-service packet given by the direction of the coordinator.

In addition to the 24 pre-service training hours, any newly hired employee hired after July of the present school year, will be required to obtain 24 hours of annual training on their own time within a specified time period. The employee will not be compensated for the 24 hours of annual training

All newly hired employees hired after July of the present school year will also need to submit an official Tuberculosis Screen showing the employee free of TB within a specified time period

**Special Knowledge/Skills:**

Willingness to execute written employment contract with Plano ISD

Knowledge and implementation of Texas child care guidelines

Knowledge of State licensing for child care facilities

Maintain a positive attitude around children, parents, guests and co-workers.

Have good communication skills and able to be even tempered and kind by taking directions.

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Ability to be punctual to work and manage flexible hours

Evidence of strong organizational, communication, and inter-personal skills and enjoy being around children

**Preferred Experience:**

Childcare experience or related fields preferred

**MAJOR RESPONSIBILITIES AND DUTIES:**

To supervise the children at all times; observe and monitor groups of children indoors and outdoors year round assuring their health and safety.

Assist the Lead Caregiver in planning and carrying out classroom activities

Assist with curriculum and daily lesson plans that are suitable for the child's age, stage and personal interest

Assist in supervising substitutes assigned to the same classroom

Ensure that each child receives individual attention

Deal sensitively and fairly with persons from diverse cultural backgrounds

Follow policies and procedures for the operation of the child care center

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

Maintain a developmentally appropriate environment for the children at all times

Participate in training and professional development opportunities established by the state guidelines

Be responsible for housekeeping tasks to maintain the order of the child care

Maintain cooperative and productive relationships with other center staff

Share the responsibility for the arrangement and maintenance of the room and equipment

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

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

Maintain a minimum of 24 clock hours of professional development training annually as required by DFPS

Communicate regularly with the Lead Caregiver

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

Assist in other projects as assigned by the Lead Caregiver, Site Manager and or the Coordinator

Perform daily housekeeping tasks related to certain activities of the program (i.e. meals, art activities, etc.)

Communicate regularly with parents through daily greetings verbal and written comments on children's daily charts (infant and toddler rooms) and annual parent conferences

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Treat conversations and information with confidentiality regarding children, parents and other staff

Understands Developmentally Appropriate Practices, as well as growth and development of assigned age group

Shows insight into child and adult behavior

Demonstrates good judgment when planning for children's safety and health

Presents a good model to children of language use, both verbal and written

Responds to and interacts with children in their play enrolments and at the child's eye level

Helps children with toileting or diapering needs. May involve lifting children up to 40 lbs.

Utilizes time well and is organized

Exhibits flexibility and a sense of humor

**Skills and Abilities Specifically Required for the Infant/Toddler Room**

Must be able to put infants into the buggy and take them outdoors for walks, which includes pushing the buggy

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

Demonstrate behavior that is professional, ethical, courteous, positive, responsible and serve as a role model for all district staff and students

**Working Conditions:**

**Mental Demands:**

Maintain emotional control under stress

Help manage the group with the supervision of the Lead Caregiver

**Physical Demands/Environmental Factors:**

Capable to stoop, bend, and walk while carrying an infant up to 25 lbs

Must be able to move from standing to sitting on the floor without difficulty frequently throughout the day

Able to safely lift and carry infants to/from the changing table and in/out of a crib

Must be able to change an infant's diaper, administer medication and/or attend to infant's needs at a changing table and assure the child's safety and security while on the changing table

Perform emergency evacuation procedures with ease. This includes lifting/loading 3 – 4 infants into a crib with wheels and rolling the crib outdoors to safety area

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Able to change crib bedding and perform regular classroom housekeeping tasks such as picking up toys, restocking supplies for individual children (diapers, wipes, etc.) and sweeping floors after meals

Handle multiple tasks and individual needs of 4 infants at one time

Tolerate the typical sounds of the infant room, i.e. babies crying, laughter, and active play

Work with frequent interruptions. Frequent standing, stooping, bending, kneeling, pushing and pulling.

Capable of moving from standing to sitting on the floor without difficulty frequently throughout the day

Must be able to change an infant's diaper, administer medication and/or attend to infant's needs at a changing table and assure the child's safety and security while on the changing table.

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:** 8-27-13

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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:** \_\_\_\_\_