

LITTLE WOUND SCHOOL POSITION DESCRIPTION

EDUCATION LAB/CHILD CARE WORKER

JOB SUMMARY: Education Lab/Child Care Workers are responsible for the well-being of the children under their care. They must monitor the children all day to ensure that they play and interact with one another in a safe and appropriate manner.

DUTIES & RESPONSIBILITIES:

- Ensuring the children have good hygiene and changing diapers as necessary.
- Cleaning interactive areas throughout the day.
- Preparing meals and snacks for the kids.
- Organizing activities and developing curriculum for older children.
- Developing a schedule for the children to maintain throughout the day.
- Keeping records of each child's progress, interests and any problems that may occur.
- Maintaining contact with the children's parents and contacting them in the case of an emergency.
- Design and follow a full schedule of activities and discover suitable teaching material.
- Balance your teaching between logical and social exercises.
- Provide basic care and caregiving activities.
- Use a wide range of teaching methods (stories, media, indoor or outdoor games, drawing etc) to enhance the child's abilities.
- Communication with parents and update them on the progress of their children.
- Identify behavioral problems and determine the right course of action.
- Collaborate with other colleagues.
- Adhere with teaching standards and safety regulations as established by the official sources.
- Comply with LWS policies and procedures.
- Other duties as assigned.

SKILLS REQUIRED:

- Excellent knowledge of child development and up-to-date education methods
- Patience, flexibility and love for children
- Strong communication and time management skills
- Certificate in first aid and CPR

QUALIFICATIONS:

- High School Diploma or equivalent. AA in early childhood development preferred.
- Experience caring for children, preferred (new born to age 5)
- A warm, calm, patient and caring approach when interacting with young children
- Excellent communication skills
- The ability to pass and maintain an approved criminal background clearance and pre-employment drug test.

240 day contract, Wage Scale, Level B