



kids on the move

Child Development & Family Resources

To: KOTM Employees
From: Sue Larsen
Date: February 13, 2012
RE: Job Posting

The following position is open. If you are interested in applying for a position, please complete a job interest form and provide an updated copy of your resume and send to my attention no later than Friday, February 24, 2012. If you know of anyone outside KOTM that may be interested, please have them contact me. Thank you.

Child Care Worker – (1:30 pm to 5:30 pm daily) - Approximately 20 hours per week

Description:

- Implement the planned curriculum, modifying and adjusting as needed to meet child needs
- Greet parents and children upon arrival and departure, communicating with the parent about the child in a positive and informative way, especially if substituting when children arrive and/or leave.
- Ensure that parents receive security clearances to enter premises
- Maintain a safe, healthy, enriched environment by carrying out the regular daily clean-up of the room, sanitizing toys, and following infection control guidelines and procedures.
- Keep required daily documentation (e.g., attendance logs, reports for injury or illness, medication records, infant/toddler feeding, diapering, and napping notes, etc.)
- Assist and supervise children in accomplishing daily routines, such as naps, meals, toileting, and dressing
- Follow established procedures for reporting suspected child abuse and/or neglect
- Follow established emergency procedures for accidents and natural disasters
- For children in your care, have a knowledge of each child's history, health, and release information
- Successfully use positive discipline techniques in managing child behaviors throughout the day

Requirements:

Applicants must have at least one year of experience working in a licensed child care center working with children from birth through kindergarten. Applicant must be flexible to work a variety of hours with ability to work an 8- hour day, if needed. Successful applicant must pass a background criminal check prior to employment and complete a TB test within the first month of employment. Individual must certify in First Aid including infant/child CPR and obtain a Food Handler's Permit.

Rate:

\$9 Negotiable with experience and/or education.