

Child Care Assistant Job Description

Duties and Responsibilities:

- Assist in creating developmental programs and daily routines, and implementing and evaluating them to ensure both children and parents' needs are satisfied
- Ensure a conducive environment for early childhood development at the center by recognizing the fact that children exhibit different behaviors and developmental levels and warmly respond to them
- Apply positive behavior management tools in improving children self esteem
- Ensure children are kept away from risks by promoting safety and hygiene at the center
- Maintain good relationship with families by promptly informing them of issues relating to them when necessary, and offer understanding, kindness, empathy, and referral to the center Director
- Promote diversity at the center by showing respect to children and parents of different cultural background, recognizing the fact that children are reared differently by different parents. Make parents comfortable to freely discuss issues concerning their children's care
- Set up and remove requisites and equipment used for children activities, and keep storage areas tidy and organized. Ensure furniture, floor coverings, toys and equipment are kept clean and properly maintained following safe and hygienic standard
- Participate in meetings and give suggestions in reviewing systems, processes, and policies of the center for better performance
- Serve as a valuable member of the team by creating and applying effective communication lines with other team members and providing support to them to ensure consistency in approach and cohesion
- Keep abreast of principles, legal requirements, and policies regarding to health and safety, equal employment opportunity, and report and act on situations that may impact on children and staff well-being.

Child Care Assistant Requirements – Skills, Knowledge, and Abilities

- Good team player: Strong ability to work effectively and support other members of the team
- Strong ability to collaborate with work experience students in providing great care to children
- Strong ability to work effectively with children, parents, teachers, ECE students and instructors, management, administrators, and other relevant stakeholders
- Strong ability to create a stimulating, caring, safe, and enjoyable learning environment for children
- Knowledge of state regulations and national accreditation principles and the ability to adhere to them in carrying out duties
- Good knowledge of methods of instruction, care, supervision, and practices of toddlers, preschool-age children, and/or infants in a learning environment
- Knowledge of various behavior patterns of pre-school-aged children, toddlers, and infants, as well as basic concepts of development in children
- Solid knowledge of practices and procedures for maintaining safety in classrooms and playgrounds
- Competence in the use of English language, including grammar, punctuation, and spelling
- Strong ability to communicate orally and in writing effectively
- Ability to keep student records and files confidential
- Ability to understand given instructions (oral or written) and carry them out correctly
- Ability to apply discretion, tact, patience, and courtesy in handling sensitive and difficult situations and individuals
- Possess high school diploma or its equivalent in addition to experience working with children
- A degree in early Childhood Education, Family and Child Sciences, Child Development, or Early Childhood Special Education is preferred
- Completion of CPR/ First Aid and State Mandated 45 Clock Hour Training.