

## **CHILD CARE AIDE**

**DISTINGUISHING FEATURES OF THE CLASS:** This is routine work caring for infants, toddlers or preschool aged children in a child care program. Incumbents are responsible for helping to promote the physical, intellectual, social, cultural and emotional well being of the children in their care in accordance with guidelines established by the New York State Office of Children and Family Services. The work is performed under the general supervision of a program director. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Provides care to infants, toddlers or preschool aged children including feeding, diapering, toilet training and clothing;

Assists in conducting programs and activities which are appropriate for the children in care, such as arts and crafts, story telling, games, music, dancing and other activities;

Assists in guiding children's behavior in such a way as to help each child develop self-control and assume responsibility for his or her actions through clear and consistent rules and limits appropriate to the ages and development of the children in care;

Discusses development or behavioral problems with Child Care Workers and may address concerns with parents;

Insures the safety and security of the children in the program;

Keeps the room and play area clean and orderly;

Assists in the maintenance of reports and records for children as needed;

Participates in training and instruction programs;

May administer first aid to children;

May help organize and accompany children on outings and field trips.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Working knowledge of child care methods, materials and equipment\*; working knowledge of basic first aid; ability to relate to and establish a good rapport with children and others; ability to communicate effectively; ability to maintain records and prepare simple reports.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma.

### **NOTES:**

1. Substantial experience working with children under 13 years of age may be substituted for high school education on a year-for-year basis.
2. In accordance with regulations of the New York State Office of Children and Family Services, must be at least 16 years of age.

**SPECIAL REQUIREMENTS:** It shall be the responsibility of the appointing authority to ensure the compliance with all background check requirements, training and other certifications that may be required by the New York State Office of Children and Family Services.

\*To be demonstrated during the probationary period.

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Competitive  
(Part-Time is Non-competitive in Clarkstown Central School District)