

## **CHILD CARE WORKER (INFANT/TODDLER)**

**DISTINGUISHING FEATURES OF THE CLASS:** This is responsible work involving monitoring and directing the care of infants and toddler aged children (ages 6 weeks – approximately 3 years old) in a childcare and early learning program. Incumbents are responsible for promoting 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. Incumbent may provide work direction to Child Care Aides. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Provides care to infants and toddler aged children including feeding, diapering, toilet training and clothing;  
Plans and conducts programs and activities which are appropriate for the children in care, such as arts and crafts, story telling, games, music, dancing and other activities;  
Guides 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;  
Confers with parents to inform them of child's progress and problems;  
Insures the safety and security of the children in the program;  
Assists in training and instructing Child Care Aides in child care techniques and methods;  
Keeps the room and play area clean and orderly;  
Maintains related reports and records for children as needed;  
Participates in training and instruction programs;  
May administer first aid to children;  
May administer medications to children if appropriately trained and certified to do so;  
May help organize and accompany children on outings and field trips.

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

Good knowledge of early childhood development and behavioral and educational principles and practices; good 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 coordinate and direct the work of others; ability to communicate effectively, both orally and in writing; ability to maintain records and prepare reports.

### **MINIMUM QUALIFICATIONS:**

1. An Associate's degree in Early Childhood, Child Development or related field, and one (1) year of experience in infant or toddler care which may be demonstrated by an Infant Toddler Child Care credential; or
2. A Child Development Associate credential, or nine (9) college credits in Early Childhood, Child Development or a related field and two (2) years of experience related to caring for children; and one (1) year of experience in infant or toddler care which may be demonstrated by an Infant Toddler Child Care credential.

**NOTE:** A Bachelor's degree or higher in Early Childhood Education or Early Childhood Development may be deemed fully qualifying.

**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.