

## **CHILD CARE WORKER (PRE-SCHOOL)**

**DISTINGUISHING FEATURES OF THE CLASS:** This is specialized work involving responsibility for assisting in planning, coordinating and implementing a program to care for and instruct preschool aged children (ages approximately 3 – 5) in a childcare and early learning program. Incumbents ensure that the physical, intellectual, social, cultural and emotional well being of the children in their care are met 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 and work direction is exercised over Child Care Aides. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Oversees and participates in the care of preschool aged children in the program including assistance with feeding, toilet training and getting dressed;  
Assists in developing programs and lesson plans for preschool aged children in the program, including daily activities and special events;  
Designs, creates and conducts age appropriate 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;  
Utilizes assessment tools to determine level of ability and progress of the children in the program;  
Identifies children who may have special needs and plans curriculum to accommodate the children's needs;  
Conducts parent-teacher conferences in order to describe to parents their child's level of ability, proficiency with age appropriate expectations, the child's strengths and weaknesses in all areas of development and report on the child's general performance in the classroom;  
Ensures the safety and security of the children in the program;  
Trains and instructs Child Care Aides in child care techniques and methods;  
Organizes the physical space of the pre-school room;  
Prepares and maintains related reports and records for children;  
Participates in training and instructional programs;  
May administer first aid to children;  
May administer medications to children if appropriately trained and certified to do so;  
May 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; good knowledge of teaching methods and curriculum development for preschool aged children; 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. A Bachelor's degree and a current certification in Early Childhood Education issued by the New York State Education Department; or
2. A Bachelor's degree or higher in Early Childhood Education, Childhood Development, or comparable curriculum\*.

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\*A certification in Early Childhood Education issued by the higher ed institution shall qualify as comparable curriculum.

**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.