

CHILD CARE WORKER (SCHOOL-AGE)

DISTINGUISHING FEATURES OF THE CLASS: This is responsible work involving monitoring and directing the care of school-aged children (ages 6 – 12) in an after school 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. Incumbents may provide work direction to Program Aides. Does related work as required.

TYPICAL WORK ACTIVITIES:

Establishes an age appropriate environment which is organized, informal and non-scholastic and meets the needs and interests of the children, including children with disabilities;
Oversees and participates in the care aspects of the daily activities of the program including, but not limited to, snacks, instruction, quiet activities and self directed learning;
Completes written plans for daily activities of the group;
Ensures that age appropriate materials are available to meet the developmental needs of the children;
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 Program Aides;
Keeps the room and play area clean and orderly;
Maintains related reports and records for children as needed;
Participates in training and instruction programs;
Makes referrals to services as needed;
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 childhood development and behavioral 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. Graduation from high school or possession of an equivalency diploma and two (2) years of substantial experience working with children under 13 years of age; or
2. An Associate's degree or higher in Child Development, Recreation or related field.

NOTE: 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.