

SENIOR CHILD CARE WORKER
(BOCES #1)

GENERAL STATEMENT OF DUTIES: Supervises and works along with child care workers caring for infants and toddlers; does related duties as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the direct supervision of the program coordinator and in accordance with specific policies and procedures an incumbent of this class supervises child care workers and assists in the development and implementation of daily program activities for infants and toddlers enrolled in the BOCES program.

EXAMPLES OF WORK: (Illustrative Only)

Oversees and assists with the evaluation of child care workers who provide direct care to infants and toddlers;

Conducts and participates in the daily activities (i.e.: arts, crafts, music) for toddlers; monitors infant care (feeding, changing, bathing);

Assists with the development of daily staff schedule;

Assists with the development of daily program plans in conjunction with the Coordinator and Staff;

Confers with parents about child care program and toddlers activities;

Maintains daily observation log on staff infants, toddlers; confers with program coordinator as needed;

Attends scheduled staff meetings;

May be assigned Child Care Coordinator duties in her absence.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of infant and child care techniques; good supervisory skills; skill in caring for pre-school children; ability to develop program activities; good oral and written communication skills; initiative; sound judgment; creativity; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either (a) graduation from a regionally accredited two-year college with a degree in Early Childhood Education, Child Psychology, or related field or (b) two (2) years of experience working with infants and children in an educational, health, recreational, social service or day care setting or; (c) a satisfactory equivalent combination of the foregoing training and experience.