

SCHOOL AGE CHILD CARE (SACC)/WEE CARE FLOATER

JOB SUMMARY

Provide quality child care services to the children of Lebanon Special School District's school age child care program. Position is based on program needs as determined by the Program Director and requires flexibility in work assignment, hours, and location of service.

QUALIFICATIONS

- High School Diploma (or GED)
- Inservice training/other training related to child care (preferred)
- Possess knowledge in all aspects of all school age child care
- Such alternatives to the above qualifications as the Director of Schools may find appropriate and acceptable

JOB SPECIFICATIONS

WEE CARE FLOATER

- Assigned work location is primarily Wee Care but may vary on a daily basis determined by daily program needs and the Program Director
- Assigned working hours will vary between 7:00/7:15 a.m. to 4:00/4:15 p.m.
- Weekly hours received will vary between a minimum of 20 hours per week and a maximum of 40 hours per week determined by the Program Director on a weekly as-needed basis
- Position is filled on a yearly basis with continuation determined by program need and the Program Director

SACC FLOATER

- Assigned work location is primarily SACC but may vary on a daily basis determined by daily program needs and the Program Director
- Weekly hours received will vary between a minimum 15 hours per week and a maximum 20 hours per week determined by the Program Director on a weekly as-needed basis
- Position is filled on a yearly basis with continuation determined by program need and the Program Director

RESPONSIBILITIES/JOB DUTIES

- Report to SACC Site Director and SACC Director
- Responsible for watching and protecting the children at all times
- Responsible for taking children to bathroom, providing assistance when needed to children, and ensure that proper hygiene is performed (i.e. washing hands) each time
- Must attend required inservice and training hours needed to fulfill position requirements
- Notify SACC Director of issues within assigned site location that need to be addressed
- Administer juice and snacks to children
- Perform daily housekeeping tasks as assigned
- Responsible for verifying individuals picking up children and notifying the SACC Director of any attempt of unauthorized individuals wishing to pick up children
- Responsible for knowledge of first aid procedures and location of first aid items in case of emergency
- Must obtain prior approval for planned absences and notify the appropriate personnel within the established guidelines of emergency absences
- Adhere to Department of Education Rules and Regulations
- Meet and maintain all safety requirements from both local and state officials
- Implement program's Mission Statement
- Notify SACC Director of suspected child abuse
- Responsible for knowledge of proper safety drill procedures to include evacuation procedures and safe areas within facility
- Perform other duties as assigned by the SACC Site Director, SACC Director or Assistant Director/Director of Schools