

Dunham Elementary School District
Job Description
Day Care Assistant

Definition:

Under the general supervision of the Daycare Director, the Day Care assistant works with small groups of students to facilitate activities and provide instruction for children during the course of the regular school year. The position may be extended into the summer months should site administration determine there is sufficient demand.

Example of Duties:

Duties may include, but are not limited to, the following:

- Aid students with homework completion
- Assist staff with both long and short range activities in accordance with curriculum objectives, developmentally appropriate practice and program philosophy.
- Maintain daily open communication with parents
- Maintain confidentiality
- Report any suspect abuse to supervisor
- Arrange a classroom environment in accordance to program goals and philosophy
- Maintain a safe and healthy environment
- Inspect and replace damaged or lost materials
- Keep all appropriate records such as records, attendance and time sheets.
- Sub for the Daycare director should the need arise

Needed Attributes:

- The Daycare Assistant must be able to effectively communicate with many different types of people; flexibility, patience, role modeling ability, and organizational skills are imperative.
- A Daycare Assistant must have a passion for helping children explore and develop.

Desirable Qualifications:

- Experience in child care programs
- Excellent organization and communication skills
- Knowledge about crafts, sports, games

Immediate Supervisor:

Daycare Director