

## **DAY CARE ASSISTANT**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for conducting on-going development assessments and development of the program curriculum, supervision and provision of direct care for a group of children. This position requires understanding of child development theories and concepts. The incumbent has the responsibility to plan, initiate, and extend activities for children according to their individual needs; provide developmentally appropriate activities; act as role-model for parents and work well as a member of a team. This position differs from the Day Care Aide position by virtue of the level of involvement in planning and implementing program policies and activities, and supervision of Day Care Aides. Does related duties as required.

### **TYPICAL WORK ACTIVITIES:**

Observes and evaluates child's growth and development, conducts periodic development assessments and records results;  
Directs activities of a group of children based on development level and needs, and prepares weekly lesson plans;  
Confers with parents each day to inform them of child's status, accomplishments, and challenges while at the center;  
Works with parents to develop understanding of child's development appropriate activities to stimulate growth, and positive parenting skills;  
Keeps day care aides informed of health and behavioral problems of the children;  
Keeps records of daily attendance, daily activities, special events, meals;  
Supervises and participates in the changing of diapers and/or toileting, feeding or meal time, nap time, and group activities;  
Keeps track of supplies for day care program;  
Treats children according to individual needs;  
Observes overall pattern of activity of children and makes necessary adjustments, analyzes routine activities and restructures them if necessary;  
Consults with the program coordinator and conveys information concerning needs of individual children and the daily plan for the staff;  
Maintains a clean, safe, secure environment for the children;  
Makes minor repairs on materials and equipment;  
Coordinates parents' bulletin board with staff and parents;  
Analyzes routine classroom activities and if necessary restructures them with the program coordinator;  
Confers with supervisory staff and attends staff meetings as required;  
Communicates with parents;  
Acts as a role model in the day care and Early Childhood Education program.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of methods, materials and equipment used in a day care program;  
Good knowledge of principles of effective day care;  
Good knowledge and understanding of young child development and behavior;  
Receptive to new ideas and ability to accept and follow directions;  
High level of sensitivity to the unique needs of individual children;  
Ability to observe and describe a child's behavior;  
Ability to make appropriate decisions to initiate activities;  
Ability to understand program policies and philosophies;  
Ability to carry out a plan for the day;  
Ability to direct group activities;  
Ability to establish good working relationships with children, parents and others;  
Good oral and written communication skills;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:\***

- A) Possession of an Associate's degree in Early Childhood, Child Development or related field; OR
- B) Possession of a Child Development Associate credential, or, twelve college credits in Early Childhood, Child Development or a related field, with a plan leading to a Child Development Associate credential and two years experience related to caring for children.

NOTE: When employed as a Day Care Assistant in the infant and toddler room, in addition to B above: one year of specific training and/or experience in infant or toddler care which may be demonstrated by obtaining an Infant Toddler Child Care credential, is required.

\* Section 418-1.13 of New York State Office of Children and Family Services

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COMPETITIVE