



Job Title: Early Childcare Training Center (ECTC) Caregiver

Department: High Schools / CTE

Supervisor: Principal

Lane Placement: 2

Schedule: Hours Vary / 186 Days

FLSA Classification: Non-exempt

JOB DESCRIPTION

Under the direction of the school principal and the Early Childcare Training Center (ECTC) Manager or Lead, the ECTC Caregiver is responsible to perform a variety of duties related to the care of ECTC children. Prepares and sets up the facilities and cleans and sanitizes the facilities after class. Assists with daily instructional activities for children. Creates and maintains a safe and healthy learning environment. Assists with establishing and maintaining standards of behavior for children; oversees the behavior of children at play and in the Center. Takes care of child needs (i.e., feeding, toileting, diapering, general health care, etc.).

ESSENTIAL FUNCTIONS

- Prepare facilities for each day, including laundry, cleaning, dishes, sanitize toys, etc.
- Perform a variety of duties related to the care of ECTC children, e.g., feeding, toileting, diapering, general health care. Monitor student health concerns as needed.
- Maintain and update appropriate records and provide clerical support.
- Assist with daily instructional activities for children. Create and maintain a safe and healthy learning environment.
- Supervise children on the playground.
- Assist with establishing and maintaining standards of behavior for children; oversee the behavior of children at play and in the ECTC.
- May perform one or more of the following specific office duties as assigned (e.g. assist with instructing high school CTE students on day-to-day functioning of the child care facility; assist with balanced menu planning; prepare and serve food and snacks; etc.)
- Predictable and reliable attendance.

During times of state or district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

QUALIFICATION REQUIREMENTS

- High School diploma, GED or equivalent as reviewed by the Department of Human Resources, preferred.
- Must be 16 years of age or older.
- Incumbent must be fingerprinted and clear a criminal background check, if applicable.
- CPR/First-Aid training preferred.
- Food handler's permit must be acquired within six (6) weeks of hire.
- Competence in reading, writing and simple math.
- Ability to make quick decisions concerning the care and teaching of children.
- Ability to work in stressful environment and must be flexible and patient.
- Ability to handle medical, toileting or other issues that may arise.
- Ability to follow instructions of the ECTC Manager/Lead or CTE ECE classroom teacher.
- Ability to relate well with students, parents, and interact with co-workers in both structured and unstructured situations.
- Must be self-motivated and proactive in completing tasks with minimal direction.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

PHYSICAL REQUIREMENTS---Not limited to the following:

- Constant walking and standing.
- Frequent awkward lifting from floor to waist up to 35 pounds. Frequent awkward positions (standing to/from floor).
- Occasional lifting from floor to shoulder up to 25 pounds and awkward reaching.
- Frequent sitting on the floor unsupported, bending and kneeling.
- Occasional use of keyboard/mouse.
- Working outside on playground in all weather conditions.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

Note: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.

All employees are required to participate in the District evaluation process.
It is the employee's responsibility to review and adhere to all district policies and procedures.
This information may be reviewed at www.canyonsdistrict.org