

**LA VIDA FELICIDAD, INC.**  
**Position Description**  
**Effective April 10, 2007**

**Position:**

Child Care Assistant. Part-time position.

**Qualifications:**

High school diploma or GED equivalent. Minimum of one year Early Childhood training and/or experience with children 18 months to 6 years. Current certification in child CPR and First Aid. Must successfully pass criminal history background check. Valid NM driver's license and proof of vehicle insurance required.

Must complete the 45-hour entry level course, OR approved 3 credits in Early Care and Education course, OR an equivalent approved by the department prior to the start or within six months of employment with LVF.

**Supervised By:**

Lead Child Care Teacher

**Supervisory Responsibilities:**

None

**Position Summary:**

Conducts activities in Child Care Program that promote the social, developmental and educational growth of children. This is a part-time position with the expectation of 20 hours per week.

**Typical Physical Demands:**

Must be able to lift up to 40 lbs up to 20 times per day. Must have the ability to frequently change position, including standing, kneeling, sitting, bending, and carrying children. Visual acuity needed for classroom activities.

**Essential Duties and Responsibilities:**

1. Conducts classroom activities.
2. Participates in planning and implementing daily and long-range activities.
3. Monitors children's health & safety, physical needs and reports to Lead Teacher as needed.
4. Maintain cleanliness of the toys and equipment used by the children in the Child Care program.
5. Maintain the neatness and safety of the storage areas for toys, books, and equipment.
6. Recommends supplies and equipment needed for the educational program.
7. Communicates regularly with parents about children's progress.

8. Maintains attendance (daily) and medical (as needed) records.
9. Must complete minimum of 12 hours of relevant training per year, four hours of which must be in toddler care within six months of start date.

**Non-essential Duties and Responsibilities:**

1. Completes paperwork accurately and on time.
2. Attends department & all staff meetings as scheduled.
3. Additional duties as assigned.

**Other Knowledge, Skills and Abilities:**

1. Ensures the health & safety of all children by adhering to all state, federal and agency regulations.
2. Abides by state, federal and agency confidentiality regulations.
3. Maintains professional demeanor and acts as a role model for children.
4. Ability to prioritize and complete tasks in timely fashion.
5. Demonstrates organizational skills, including time management.
6. Demonstrates effective oral and written communication skills and excellent interpersonal skills.

I have read and understand the Job Description and statements presented in this document.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature