

**Ankeny Christian Academy
Child Care Worker/Preschool Assistant**

Supervisor: On-site Supervisor

Job Summary: Provide a safe, stimulating environment for young children. Conduct individual and group activities to encourage learning and develop social interaction skills. Serve children's meals. Maintain appropriate records of attendance and activities.

Child Care Worker Responsibilities and Expectations

- Provide loving attentive care for children
- Pray for and with children about various praises and requests
- Organize and participate in recreational activities, such as games and outdoor play options
- Discipline children and recommend or initiate other measures to control behavior
- Demonstrate effective consistent oral and written communication to parents/guardians regarding children's well-being/development
- Instruct children in health and personal habits such as proper coughing, sneezing procedures, hand washing, eating, resting, and toilet habits
- Read to children
- Guide simple painting, drawing, and craft activities
- Teach simple songs
- Observe and monitor children's play activities; identify signs of emotional or developmental problems in children and bring them to parents'/guardians'/on-site supervisor attention
- Supervise/monitor children at rest or sleep (child care only)
- Clean and sanitize toys
- Submit weekly plans for lessons/center time to on-site supervisor
- Assist in preparing food for children and serve meals and snacks to children
- Keep records on individual children, including daily observations and information about activities, meals served, and medications administered
- Organize and store toys and materials to ensure order in activity areas

Requirements and Qualifications

- High school diploma or GED
- At least 6 months of experience that is directly related to child care preferred
- Ability to communicate effectively, both orally and in writing.
- Knowledge of play, reading, small/large motor, and quiet-time activities for children.
- Child supervision skills.
- Ability to provide a supportive and caring environment for children.
- Ability to provide basic nutrition and hygiene services for young children.
- Knowledge of child care facility, services and/or staff licensure and certification requirements.

- First Aid/CPR Certified or ability to obtain certification.
- DHS required training completed or able to be obtained.

Spiritual Qualifications:

The Child Care Worker accepts without reservation the ACA Statement of Faith. He/she supports the Educational Philosophy and Objectives of ACA. He/she is a born again Christian, knows Jesus Christ as Savior, and attends a house of worship in a group setting on a regular basis. He/she agrees to cooperate with school authorities and adhere to policies adopted by the school board. The Child Care Worker believes that the Bible commands us to make every effort to live at peace and to resolve disputes with each other in private or within the Christian church. (I Corinthians 6:1-8, Matthew 5:23-24; 18:15-20). Therefore the Child Care Worker agrees that any claim or dispute arising out of or related to this agreement shall be settled by biblically based mediation, and, if necessary, arbitration. The Child Care Worker agrees that these methods shall be the sole remedy for any controversy or claim arising out of this agreement and expressly waives the right to file a lawsuit in any civil court for such disputes, except to enforce a legally binding arbitration.

The Child Care Worker reports to the Summer Camp or On-site Supervisor. This position will be annually evaluated and approved by the Summer Camp or On-site Supervisor for continued employment.

Child Care Worker Physical Requirements to Fulfill the Essential Functions of this Position

(Leave category blank if not applicable)

FREQUENCY OF REQUIRED EXPOSURE/USE.

WORKING ENVIRONMENT	OCCA-SI ONAL	FRE-QUE NT	DAILY	NOT PERMITTED
COLD (50 F or less)	x			
HEAT (90 F or more)		x		
GASES/FUMES/DUST		x		
CHEMICALS/SOLVENTS		x		
NOISE		x		
CLIMBING STAIRS	x			
CRAWLING OR KNEELING	x			
STANDING			x	
SITTING		x		
WALKING			x	
RUNNING	x			
BENDING			x	
REACHING OVER SHOULDER			x	
PUSHING			x	
PULLING			x	
MOVING HEAVY ITEMS				
LIFTING/LOWERING:				
Up to 20 lbs			x	
Up to 50 lbs		x		
More than 50 lbs	x			
LIFTING OVER SHOULDER:				
Up to 20 lbs		x		
Up to 50 lbs	x			
More than 50 lbs	x			
CARRYING:				
Up to 20 lbs			x	
Up to 50 lbs		x		
More than 50 lbs	x			

WORKING ENVIRONMENT	OCCA-SIONA L	FRE-QUE NT	DAILY	NOT PERMITTED
TELEPHONE		x		
FAX				
COPIER			x	
COMPUTER			x	
PRINTER				
CALCULATOR	x			
OVERHEAD PROJ.				
AV EQUIPMENT				
IPad/Door security			x	
OUTDOOR DUTY			x	
DRIVING	x			
WORKING ENVIRONMENT	OCCASIONAL	FRE-QUE NT	DAILY	Not Permitted
ON-TIME ARRIVAL			X	
REGULAR ATTENDANCE			X	
SUMMON EMERG. HELP	x			
APPLY CPR/FIRST AID	x			
LEAD FIELD TRIPS				
COMMUNICATE DATA		x		
PREPARE REPORTS		x		
VISUAL ACUITY: Near			X	
VISUAL ACUITY: Far		x		
COLOR DISCRIMINATION	x			
HEARING		x		
SPEECH		X		
MANUAL DEXTERITY			X	
EYE/HAND COORD.			X	

Disclaimer – This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned.