

# KLAMATH COUNTY SCHOOL DISTRICT

## JOB DESCRIPTION

<b>TITLE:</b>	<b>Paraprofessional – Infant/Toddler Caregiver</b>	
<b>REQUIREMENTS:</b>	Approved for employment through an Oregon School based fingerprint screening.	<b>REPORTS TO:</b> Teen Parent Program Supervisor/ Child Care Center Director
<b>EDUCATION:</b>	Associate’s Degree or higher, or the equivalent in college credits	<b>FLSA Status:</b> Non-Exempt
<b>LENGTH OF WORK YEAR:</b>	178 Days/Year	
<b>EVALUATION:</b>	Performance of this job will be evaluated annually in accordance with Klamath County School District policies.	
<b>GENERAL JOB DESCRIPTION:</b>	<ul style="list-style-type: none"> <li>• Child Development Associate Credential related to infant/toddler care <b>OR</b> at least one year full time experience as a teacher in a certified center caring for infants and/or toddlers <b>OR</b> completion of 15 credits (quarter system) or 10 credits (semester system) of training at a college or university in early childhood education or child development</li> <li>• Thorough understanding of infant and toddler growth and development and appropriate programming for infants and toddlers</li> <li>• Enrollment in the Child Care Division’s Criminal History registry</li> <li>• Current first aid and infant/child CPR certification</li> <li>• Completion of a child neglect and abuse reporting course within 15 days of hire date</li> <li>• Obtain a Food Handlers card within 15 days of hire date</li> </ul> <p>Physical ability to adhere to OSHA and district safety regulations. Work within the district’s communicable disease control plan (blood borne pathogens) and be aware of the existence and potential exposure to hazardous chemicals as identified on the MSDS sheets. This position is considered a safety sensitive position.</p>	

**MINIMUM QUALIFICATIONS:**

- Must be highly qualified. Two years of study at an institution of higher education with the ability to provide transcripts showing 48 completed semester credits or 72 completed quarter credits, an Associate’s (or higher) degree, OR a passing score on the Praxis exam.
- Child Development Associate Credential related to infant/toddler care OR at least one year full time experience as a teacher in a certified center caring for infants and/or toddlers OR completion of 15 credits (quarter system) or 10 credits (semester system) of training at a college or university in early childhood education or child development.
- Thorough understanding of infant and toddler growth and development and appropriate programming for infants and toddlers.
- Enrollment in the Child Care Division’s Criminal History registry.
- Current first aid and infant/child CPR certification.
- Completion of a child neglect and abuse reporting course within 15 days of hire date.
- Obtain a Food Handlers card within 15 days of hire date.

**ESSENTIAL JOB RESPONSIBILITIES (Not Necessarily Limited To)**

1. Assist the director with the daily operation of the program.
2. Serve as the substitute director when the director is not on the premises.
3. Ensure the care, safety, and well-being of all children in the center.
4. Implementation of the center’s program of activities.
5. Supervise the activities of student aides.
6. Ensure the appropriateness of program activities according to age, interests, and developmental level.
7. Know and maintain CCD rules and all other regulations applicable to the operation of child care centers.
8. Ensure the cleanliness of the center is maintained daily.
9. Maintain constant interaction between students, staff, parents, and children.
10. Know and maintain CACFP regulations, requirements, and procedures.
11. Oversee meal production.
12. Complete daily record keeping of attendance and daily activities.
13. Participate each year in at least 15 hours of training related to child care.

14. Work closely with the student parents and aides to increase parenting skills, self-confidence, and knowledge of infant and toddler development.
15. Involve student parents not working as aides as much as possible in center operations.
16. Participate in staff meeting discussions.
17. Other duties as assigned by day care supervisor.
18. Regular attendance is an essential function of this position.

**ADDITIONAL FUNCTIONS**

- Ability to work with infants/toddlers warmly, calmly, and in an unhurried way.
- Ability to meet the social-emotional, physical, and developmental needs of the individual infants and toddlers.
- Ability to maintain positive relationships with children, co-workers, and parents.
- General knowledge of nutrition, health, and first aid.
- Willingness to accept supervision.

**PHYSICAL REQUIREMENTS (Mark appropriate box)**

LIFTING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.				x	
11-20 lbs.				x	
21-50 lbs.			x		
51-75 lbs.		x			
76-100 lbs.	X				
> 100 lbs.	X				

Maximum amount lifted by worker without assistance: No more than 75 lbs.

If required, lifts over 75 lbs. are performed with two or more people or lift devices.

CARRYING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.				x	
11-20 lbs.				x	
21-50 lbs.			x		
51-75 lbs.		x			
76-100 lbs.	X				
> 100 lbs.	X				

Maximum amount carried by worker without assistance: No more than 75 lbs.

If required, carrying over 75 lbs. are performed with two or more people or lift devices.

PUSHING/PULLING FORCE TO BE EXERTED					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.					x
11-20 lbs.					x
21-50 lbs.					x
51-75 lbs.				x	
76-100 lbs.			x		
> 100 lbs.			x		

Maximum weight of object pushed/pulled by worker: No more than 100 lbs. (children in stroller)

Distance: 1/4 mile Type of Surface: (i.e. level, carpet, tile): outdoor surfaces

ENVIRONMENT (WORK CONDITIONS)	
Works Inside <u>95</u> % of the time	/ Works Outside <u>5</u> % of the time.
Temperature Extremes: Yes (When outdoors with children)	
Works on or around moving machinery or mechanical parts: No	



Is this job appropriate?  Yes  No Date of Release: \_\_\_\_\_

If not released to regular work at this time, please provide an "ANTICIPATED" DATE: \_\_\_\_\_

Physician's Signature \_\_\_\_\_

Date \_\_\_\_\_

