# KLAMATH COUNTY SCHOOL DISTRICT

TITLE:	Paraprofessional – Infant/Toddler Caregiver						
REQUIREMENTS:	Approved for employment through an Oregon School based fingerprint screening.	REPORTS TO:	Teen Parent Program Supervisor/ Child Care Center Director				
EDUCATION:	Associate's Degree or higher, or the equivalent in college credits	FLSA Status:	Non-Exempt				
LENGTH OF WORK YEAR:	178 Days/Year						
EVALUATION:	Performance of this job will be evaluated annually in accordance with Klamath County School District policies.						
GENERAL JOB DESCRIPTION:	<ul> <li>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</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> 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.						

### 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)

21-50 lbs.         51-75 lbs.         76-100 lbs.         76-100 lbs.         Maximum amount         f required, lifts ov         ARRYING         Pounds         L-10 lbs.         L-10 lbs.         L-10 lbs.		lbs. are perf	x assistance: No more ormed with two or n Occasionally		devices.
51-75 lbs. 76-100 lbs. > 100 lbs. Maximum amount If required, lifts ov ARRYING Pounds 1-10 lbs. 11-20 lbs.	X lifted by v	worker without lbs. are perf Seldom	assistance: No more ormed with two or n	than 75 lbs. nore people or lift	
> 100 lbs. Maximum amount If required, lifts ov ARRYING Pounds I 1-10 lbs. 11-20 lbs.	X lifted by v	worker without lbs. are perf Seldom	assistance: No more ormed with two or n	nore people or lift	
76-100 lbs. > 100 lbs. Maximum amount If required, lifts ov ARRYING Pounds 1-10 lbs. 11-20 lbs.	X lifted by v	worker without lbs. are perf Seldom	ormed with two or n	nore people or lift	
Maximum amount If required, lifts ov ARRYING Pounds I 1-10 lbs. 11-20 lbs.	X lifted by v	lbs. are perf	ormed with two or n	nore people or lift	
If required, lifts ov ARRYING Pounds I 1-10 lbs. 11-20 lbs.	t lifted by v	lbs. are perf	ormed with two or n	nore people or lift	
If required, lifts ov ARRYING Pounds I 1-10 lbs. 11-20 lbs.	er <u>75</u>	lbs. are perf	ormed with two or n	nore people or lift	
ARRYING Pounds I 1-10 lbs. 11-20 lbs.		Seldom	1	 I	
Pounds I 1-10 lbs. 11-20 lbs.	Never		Occasionally	Frequently	Continuously
1-10 lbs. 11-20 lbs.	Never		Occasionally	Frequently	Continuously
11-20 lbs.		1-5%	6-33%	34-66%	67-100%
	1.00	1.0	10 Cont.	x	Children Cale
	1.0	18-24		x	- 5-7-7
21-50 lbs.			x	1	7.64
51-75 lbs.		x			
76-100 lbs.	х	2		-9	1
> 100 lbs.	х	2.0		5 1 K.	1.44
Maximum amount	carried by	worker withou	it assistance: No mor	re than 75 lbs.	
If required, carryin			performed with two		r lift devices.

Pounds	Never	Seldom	Occasionally	Frequently	Continuously
	Never	1-5%	6-33%	34-66%	67-100%
1-10 lbs.		1			x
11-20 lbs.					x
21-50 lbs.					x
51-75 lbs.				x	
76-100 lbs.			х		
> 100 lbs.			х		
Maximum we	ight of object	pushed/pulled by	worker: No more t	han 100 lbs. (child	lren in stroller)
Distance: 1	/4 mile Ty	pe of Surface: (i.e	e. level, carpet, tile)	: outdoor surfaces	5

#### ENVIRONMENT (WORK CONDITIONS)

Works Inside \_\_95\_\_\_% of the time /

Works Outside \_\_5\_\_\_% of the time.

Temperature Extremes: Yes (When outdoors with children)

Works on or around moving machinery or mechanical parts: No

		Seldom	Occasionally	Frequently	Continuously
Activity	Never	1-5%	6-33%	34-66%	67-100%
Bend/Stoop					х
Twist					х
Crouch/Squat					х
Kneel					х
Crawl					х
Walk-Level Surface					х
Walk-Uneven Surface			x		
Climb Steps			x		
Climb Ladder			x		
Work at Heights				1	х
Reach at or Above Shoulder	-				x
Reach Below Shoulder					x
Use of Arms					х
Use of Wrists					х
Use of Hands		-			x
Grasping/Squeezing				-	x
Operate Foot Controls	x				

Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%	Total Hours At One Time	Total Hours Ir A Work Day
Sitting			ALC: NOT A	x			12
Standing		-	1.1	x	S		
Walking	1.1.1	1. 2.1			х	1 1 1 1	1.1.1
Change Positions	U.J.	1.0		1.1	х		

**NOTE:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description and attest to my ability to perform the essential functions of the position:

Print Employee Name	Employee Signature		Date
Employer Representative (Immediate Supervisor):			
Print Name	Title	Signature	Date
Prepared by: Director of Human Resources			
In the event of an on the job injury:			

For physician to complete:

Is this job appropriate? Yes No	Date of Release:
If not released to regular work at this time, please	e provide an "ANTICIPATED" DATE:
Physician's Signature	Date

