

---

## Job Description – Child Care Provider

---

**Primary Function:** Under the direction of the Child Development site Supervisor, provides hands-on, developmentally appropriate learning experiences for children ages 6 weeks to 4 years old which encourages children to feel safe and secure as they explore and experiment in their learning environment. Plans activities that are designed to stimulate children's emotional, intellectual, physical, and social development.

### Responsibilities/Duties:

#### Instructional Strategies

- Develops and implements lesson plans that fulfill the requirements of the program's curriculum and shows written evidence of preparation as required
- Prepares activities and materials that reflect developmentally appropriate practice for differences in each child's individual growth and development
- Works with other members of staff to determine instructional goals, objects, and methods according to program requirements
- Plans and supervises assignments of assistant child care provider(s), if applicable

#### Student Growth and Development

- Be a positive role model for students, support mission of school district and philosophy of CDC program
- Conducts on-going student developmental assessments through formal and informal testing

#### Classroom Management and Organization

- Creates a classroom environment conducive to learning and appropriate for the emotional, intellectual, physical, and social development of students
- Uses positive techniques of guidance and positive reinforcement in accordance with the CDC handbook and curriculum guidelines
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities
- Assists in selecting of books, equipment, and other instructional materials

#### Communication

- Establishes and maintains open communication by conducting conferences with parents and CDC Coordinator
- Maintains a professional relationship with colleagues, parents, and community members
- Uses effective communication skills to present information accurately and clearly

#### Professional Growth and Development

- Participates in staff development activities to improve job-related skills
- Keeps informed of and complies with Texas Child Care Licensing, CDC and district regulations, and policies for child care providers
- Compiles and maintains all physical and computerized reports, records, and other required documents
- Attends and participates in CDC staff meetings

#### Other

- Demonstrates behavior that is professional, ethical, and responsible
- Serves as a role model for all district staff

- Maintains confidentiality
- Participates in approved professional development opportunities
- Performs other duties as assigned

**Knowledge and Abilities:**

Knowledge of:

- Developmentally appropriate practice in an early childhood setting
- Oral and written communication skills
- Interpersonal skills using tact, patience, and courtesy
- Operation of a computer and assigned software
- Methods of collecting and organizing data and information
- Relevant federal and state laws and requirement

Ability to:

- Work well with children
- Work independently with little direction
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Maintain regular and consistent attendance
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and time lines
- Develop, plan and organize daily operations

**Education/Licenses/Experience:** A minimum of a CDA credential (the equivalent of 12 college level credits in early childhood education), Associates Degree in EC/CD, preferred. Two years working in a licensed child care program, preferred. Experience working in an NAEYC or NAC accredited program, preferred.

**Working Conditions:** Mental Demands: Work with frequent interruptions; maintain emotional control under stress.

Physical Demands/Environmental Factors: Frequent walking, standing, bending/stooping, reaching, pushing/pulling, and twisting; repetitive hand motions including frequent keyboarding and use of mouse and technology hardware; frequent reaching.

Lifting/carrying - Lifting 15-44 pounds; frequent sitting, standing, walking, climbing, stooping/crouching/kneeling, pulling/pushing, reaching; repetitive hand motions; prolonged use of computer

**Calendar and Salary Range:** 190 workdays. See current pay grade on the Paraprofessional Compensation Plan.

**Revised:** 11/7/24

---

The foregoing statements describe the general function and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

---

Employee Signature

---

Date