

CHILD CENTER ASSISTANT
Job Description

CATEGORY: INSTRUCTIONAL SUPPORT
POSITION STATUS: FULL-TIME
FLSA STATUS: NON-EXEMPT
SALARY CODE: 57

The incumbent in this job is expected to assist the College in achieving its vision and mission of student success and service to the community. A commitment to excellence, service, and a willingness to assist as needed are expectations for all employees.

JOB SUMMARY

Responsible for providing general support services assistance to the Manager of the Child Care Center in the operation of the child care facility and the implementation of policies and procedures of the Center.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs support services, such as, but not limited to, ordering supplies, making payments, correspondence, mail distribution, answer telephones, making appointments, maintaining files, communicating with vendors and/or external agencies, keeping bookkeeping records, and maintaining inventory of supplies/resources in the stock room.
- Assists with the assuring that daily meals are prepared and provided each day to the children; assist with taking inventory and replenishing of supplies as deemed necessary.
- Provides communication link between parents and children and Manager in relation to parental concerns and/or sensitive issues as they relate to the children; communicates Center policy and philosophy as required.
- Assists the Manager in providing for the physical well-being and learning objectives of the children under the care of the center.
- Assists with providing instructional classes to children or either locating qualified substitutes in the absence of the regular instructor(s).
- May provide guidance/direction to other staff in Manager's absence.
- Attends the workplace regularly as per the defined work schedule and reports to work punctually.
- Working hours may include evenings, holidays or weekends depending on deadline requirements and special events.
- Completes duties and responsibilities in compliance with college standards, policies and guidelines.
- Completes all required training and professional development sessions sponsored by Texas Southmost College.
- Supports the values and institutional goals as defined in the College's Strategic Plan.
- Participates in the development of outcomes, monitors assessment of those appropriate outcomes, and assists in the development of plans of action for improvement based on the assessment of those outcomes.
- Participates in the process for systematic review and evaluation per the institutional effectiveness model adopted by the College.

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- Promotes positive morale and teamwork within the department and provides exceptional customer service to students, faculty and community.
- Performs other duties as assigned.

REQUIRED KNOWLEDGE AND SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- A strong commitment to the mission of Texas Southmost College.
- Knowledge of modern principles and practices of child care services.
- Knowledge of pertinent Federal and State laws, codes and regulations.
- Strong organizational skills.
- Ability to be flexible and adjust to many varied situations.
- Ability to assume full responsibility for a group of children as required.
- Ability to lift up to 60 pounds.
- Ability to maintain appropriate and professional behavior at all times.
- Ability to handle sensitive and confidential data.
- Ability to concentrate on detailed tasks during numerous interruptions.
- Ability to listen and respond to individual's questions and concerns.
- Strong oral and written communication skills to support interaction with a wide variety of children, parents, students, faculty, staff and varying individuals from diverse backgrounds.
- Ability to perform and excel in a high-tech all-digital environment.
- Proficient in the use of e-mail, word processing, spreadsheet, database, and presentation software and use of the Internet to access data, maintain records, generate reports, and communicate with others.
- High level of energy and good sense of humor with the capacity for extraordinary time and effort demands.

REQUIRED EDUCATION AND EXPERIENCE

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education and experience required.

- Associate's degree in Child Care and Development, Early Childhood Development or a related field from an accredited college or university.
- Three (3) years of experience working in a licensed child care center.
- Demonstrated experience in maintaining positive and effective working relationships with parents, children, staff, faculty, students and the community.
- Demonstrated experience in providing quality customer service.

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PREFERRED EDUCATION AND EXPERIENCE

- Bilingual in English-Spanish.

CERTIFICATES AND LICENSURES

- Meets all TDHS Standards for child-care professionals.
- Infant Child CPR Certification and First Aid Certification and successful completion of a background investigation are required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand. The employee is occasionally required to walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works near moving mechanical parts and is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate.

Notes:

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Are you able to perform these essential job functions with or without reasonable accommodation?

- Yes
- With Accommodations

Employee Signature: _____ Date: _____

HR Representative: _____ Date: _____

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Posting Specific Questions

Required fields are indicated with an asterisk (*).

1. *How did you hear about this employment opportunity?
 - TSC Website
 - HigherEdJobs
 - Indeed
 - LinkedIn
 - Specialty Job Board
 - Facebook
 - Work-In-Texas/ Texas Workforce Commission
 - Job Fair
 - Personal Referral
2. *Do you have an Associate's degree in Childcare and Development, Early Childhood Development or a related field from an accredited college or university?
 - Yes
 - No
3. *Do you have three (3) years of experience working in a licensed childcare center?
 - Yes
 - No
4. *Do you have demonstrated experience in maintaining positive and effective working relationships with parents, children, staff, faculty, students and the community?
 - Yes
 - No
5. *Do you have experience in providing quality customer service?
 - Yes
 - No
6. Are you bilingual in English-Spanish?
 - Yes
 - No
7. Do you meet all TDHS Standards for child-care professionals?
 - Yes
 - No
8. *Do you have an Infant Child CPR Certification and First Aid Certification or are you able to become certified within 48 hours of hire and complete a successful background check?
 - Yes
 - No