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# Example of Child Care Assistant Job Description

Our company is growing rapidly and is hiring for a child care assistant. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for child care assistant

* Providing oversight and management of all reporting and required documentation across offices
* Managing complaints received through state monitoring at each site
* Traveling to each site two times per year
* Being a liaison to relevant University offices and other constituent offices including Health and Welfare 211 and the Office of Child Care
* Participating in CDHD meetings, activities, and events
* Participating in writing manuscripts, publishing, and presenting findings at state and national conferences
* Continuing professional development related to content expertise
* Participates with the Child Care Specialist in planning and implementing the educational
* Completes State and Center paperwork as assigned by the Child Care Specialist
* Must be attentive while providing care and supervise children from birth to 36 months of age

## Qualifications for child care assistant

* Determining when supervisory involvement is necessary
* Maintaining high level of attention for long periods of time
* High school diploma and a Child Development Credential (by December 2018)
* First Aid and CPR certification with in 30 days
* Required computer experience to include email, and basic word processing
* 1 year experience in a high quality Early Childhood program is preferred