



Example of Childcare Assistant Job Description

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Our company is growing rapidly and is looking for a childcare assistant. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for childcare assistant

- Prepares and serves meals and refreshments according to Child and Adult Food Program guidelines while encouraging independence
- Follows hand washing protocol for self and the children
- Assists with cleaning duties both inside and outside the classroom including the hallway, staff bathroom and playground
- Follows safe sleep practices for children under the age of 1 year
- Completes and submits documentation of all injuries and illnesses as mandated by STARS
- Transitions children to and from classroom settings
- Transitions completed portfolio to another classroom/educational setting within one week of admission
- Assists in the transitions of children by arranging child visits to the new classroom on a regular basis with increasing time during the transition period
- Displays a mechanism to welcome the new child/family to the classroom
- Welcomes the new family by answering any questions the family may have

Qualifications for childcare assistant

- CDA or Associates degree in Early Childhood Education preferred
- Willingness to attain mandated Director requirements (Texas Directors License)
- MUST be able to pass an extensive background check
- Updates classroom postings with new child information regarding schedules

- Assists in the labeling of cubbies/mailboxes prior to first day of care in new classroom
- Completes and obtains parental signature on the objective observation tool within 45 days of program entry