



Example of Childcare Assistant Job Description

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Our innovative and growing company is looking to fill the role of childcare 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 childcare assistant

- In cooperation with the Lead Teacher, refer and discuss with the Program Director children in need of special services
- Meet with the Lead Teacher to complete and discuss performance evaluation and goals
- Assume the responsibility of the Lead Teacher role when the Lead Teacher is absent
- Attend and participate in staff and other meetings
- Provide documentation of qualifications
- Perform other related duties as required or assigned by the Director or Supervisor of Early Childhood Education
- Serve in various roles throughout the center as needed including teacher, cook and/or drive
- Recruiting throughout the community
- Onboarding through coordinating our first 100 days training program
- Training all staff within the center on a monthly basis

Qualifications for childcare assistant

- Child Abuse Clearance, Criminal Background Clearance
- A complete application will include a Cover Letter and a Resume
- EEC D1 & D2 Certification
- EEC certified

