

**PLYMOUTH COMMUNITY SCHOOL CORPORATION
JOB DESCRIPTION**

JOB TITLE: ABE Child Care Provider

EXEMPT: No
SALARY LEVEL: Per Classified Policy – Special Grant
LOCATION: School Service Center
REPORTS TO: Teacher & Director of GED Program
LENGTH OF WORK: 2.5 hours / day, two (2) to three (3) days / week (varies)
60 hours allotted for this grant w/possibility of renewal

JOB GOALS: To provide programmed child care for pre-school children whose parents are attending the ESOL classes.

ESSENTIAL FUNCTIONS include the following. Other duties may be assigned.

1. Under supervision of licensed teacher, help to plan, prepare and supervise classroom activities which directly or indirectly serve the pre-school children.
2. Assist individual children in need of special attention.
3. Work with small groups of children to help them develop large and small motor skills, language development, and group socialization.
4. Assemble materials needed for each class session. Clean and replace toys used in each session.
5. Keep a daily log of activities which must include the number of children, description of lessons and content, materials used and a general description of primary objectives of lesson.
6. Make an informal assessment of the abilities of each child during the first day of attendance.
7. Make an informal assessment of the achievements and abilities of each child during the last week of classes.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Be at least 16 years of age. Experience or training in child care preferable.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid state driver's license - operator permit

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports. Ability to speak effectively before groups of children, parents, or employees of the School Corporation.

MATHEMATICAL SKILL:

Ability to add, subtract, multiply, and divide. Ability to keep attendance and progress reports.

REASONING ABILITY:

Ability to solve practical problems. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS AND ABILITIES:

The employee should be able to use the following machines, tools, equipment, and work aids which may be representative, but not all inclusive, of those commonly associated with this type of work: pen, pencil, tape recorder, toys and puzzles. The employee must maintain a positive relationship with other staff, parents, and students.

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 sit, talk and hear. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds. Some children may weigh up to 20 pounds. Specific vision abilities required by this job include close vision, distance 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.

The noise level in the work environment is usually moderate.

The employee may be required to work both indoors and outdoors.

TERMS OF EMPLOYMENT:

22 hours per day; two to three days per week (varies); 60 hours for this grant. (Possibility of renewal).

EVALUATION:

An evaluation will be done on the employee's performance after the first two weeks.

Revised 2/7/01