Day Care Worker

**Reports to:** Day Care Director and Principal  
**Supervises:** None  
**Term of Employment:** 10 months  
**Salary:** Day Care Assistant I - 54  
**FLSA Exempt/Non-Exempt:** Non-Exempt

**Qualifications:**
- High school diploma
- Must meet state requirements in CPR, AED, Playground, First Aid and Childhood Connects

**Essential Job Functions:**

- Assist in implementation of the curriculum
- Help maintain all physical facilities to make sure they comply with local and state laws and are safe and appropriate environments for children
- Has knowledge of local, state and federal laws regarding safety requirements and inspection and certification procedures
- Is responsible for maintaining the credentialing requirements for their job
- Speak with parents daily and answer any questions they may present
- Help maintain 2-way communication between daycare workers, the director and parents
- Adhere and enforce all policies developed by the director
- Stay within allotted working hours (Not beyond 30 hours/week for part time and 40 hours/week for full time employees)
- Prepare materials and equipment for instructional activities
- Supervise and lead activities of large and small groups of children
- Follow appropriate training while leading whole and small group activities
- Maintain a clean and orderly environment for the students
- Complete daily and weekly cleaning responsibilities as assigned
- Maintain the materials and equipment of the center
- Ensure the enforcement of classroom rules in a positive manner
- Follow attendance guidelines, maintain punctuality and follow MCS dress code
- Demonstrate initiative in the performance of assigned duties
- Respond to inquiries and concerns in a timely manner
- Demonstrate support for the school system’s vision and mission
- Perform other related duties as assigned by the daycare director or principal
Physical and Cognitive Requirements:

The major physical and cognitive requirements listed below are applicable to this job classification within Moore County Schools.

Work in this classification is considered light physical work requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.

Must be able to:

- prepare, read and comprehend a variety of job related forms, reports, spreadsheets, maps, plans, records, documentation and correspondence in all languages required by the job
- understand and conform to all rules of punctuation, grammar, diction and style
- speak to individuals or groups of people with poise, voice control and confidence
- respond adequately to inquiries or complaints
- write using standard convention in all languages required by the job
- apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions
- apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form
- communicate effectively and efficiently in all languages required by the job using whatever communication device or system is required (telephone, Braille)
- use/interpret job related terminology, mathematical formulas and functions effectively and efficiently
- deal with people beyond giving and receiving instructions
- perform under stress, deal with persons acting under stress and adapt when confronted with emergency situations
- be sensitive to cultural differences among individuals and groups of persons
- operate a motor vehicle
- operate/use a variety of automated office machines and other office equipment
- operate/use a variety of printing/graphic arts machines
- operate/use a variety of audiovisual/electronic machines and devices
- operate/use a variety of communication machines/equipment/devices
- operate/use a variety of job specific machines/equipment