

# **JOB DESCRIPTION**

## **SUBSTITUTE CHILD CARE WORKER/FLOATER**

### **QUALIFICATIONS:**

The person selected for this position will be responsible for assisting a classroom teacher in the general supervision and management of the children. The person selected for this position shall be at least 18 years of age, in the process of becoming professionally prepared to supervise young children, and must meet the requirements of the licensing agency. This person must have a warm and friendly personality, be sensitive to the feelings and needs of others, be able to relate well to children and employees, and be willing to fulfill responsibilities in accordance with the school's educational philosophy.

The person selected for this position shall be able to speak, read, and write English fluently.

### **GENERAL JOB DESCRIPTIONS**

1. Greet parents.
2. Assist in supervision of children including playground activities, assisting with snacks and lunch duties, general housekeeping duties and kitchen detail as assigned.
3. Maintain confidentiality about families and co-workers associated with the company.
4. If working with infants, maintain daily activities with infants include: changing diapers, feeding, playing, reading and rocking infants, keeping accurate charts, sweeping floors, daily cleaning of high chairs, shelves, play areas and disinfecting toys.
5. Employees shall be able to lift, hold or carry any enrolled child who weighs up to 35 pounds.
6. Employees shall be able to speak clearly, able to communicate distinctly in emergency situations either in group situations and/or on the telephone.
7. Employees shall be able to read at a level high enough to read prescription and medicine labels, stories to children and file records.
8. Employees shall be able to communicate with parents and employees in writing and at a satisfactory level to complete forms for documentation of accidents, first aid treatment given, and/or other observation forms required by the center.
9. Employees shall be free of contagious illness, able to handle food services including, but not limited to, snacks and meals, and birthday parties and social functions associated with the center as part of job duties.
10. Pregnant employees working in classrooms where diaper changing is a part of the duties must submit a written statement from a physician that the employee may continue working in a child care environment.

**Statement of Understanding:** I have read the job description and understand the duties and responsibilities outlined. I understand it is my responsibility to act in the best interest of the company.

Date \_\_\_\_\_ Employee's Signature \_\_\_\_\_

**OLD DOMINION DAY SCHOOL INC.**  
400 Georgetown Road  
Charlottesville, Virginia 22901  
434-977-0511 (Center) 434-977-1305 (Office/Fax)