

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB 6642
Pay Grade: D06

FLSA: Non-Exempt

GROUP ASSISTANT, CHILD CARE PROGRAM

MAJOR FUNCTION:

Child Care Programs:

Performs varied and responsible duties as a member of the child care team in a Child Care Program. Major duties are instructional in nature and involve supervision of large and small groups of pre-school or school-aged children. Work is performed under the supervision of a Site Coordinator, Teacher, or Group Leader and is reviewed in progress and upon completion.

Teenage Parent Programs:

Performs varied and responsible duties as a member of the child care team in the Teenage Parent Programs. Major duties are related to the total care of the infants and toddlers in these programs. Assists in the implementation of curriculum and related activities. Work is performed under the supervision of the Teenage Parent Social Worker and the Teenage Parent Teacher.

DUTIES AND RESPONSIBILITIES:

- Provides supervision of children's activities as assigned by the Site Coordinator, Teacher, or Group Leader.
- Plans, prepares and implements activities appropriate for the designated age groups.
- Assists children in maintaining the set standards of behavior using positive disciplinary methods and reinforcement strategies.
- Administers medication as described in the Pinellas County School Board Policy Manual.
- Cooperates with other program staff to create and maintain a harmonious and efficient environment.
- Interacts positively with parents and refers appropriate questions and concerns to the Site Coordinator, Teacher, or Group Leader.
- Performs clerical and housekeeping duties as assigned.
- Attends all staff meetings and training sessions.
- Participates in planning program curriculum as assigned.
- Participates in parent contact and communication as required.
- Works cooperatively as part of the child care team.
- Adheres to county policies, procedures, philosophy.
- Contributes to the positive image of the program.
- Performs related work as assigned.

Teenage Parent Programs:

In addition to the above, a Group Assistant in the Teenage Parent Program will be responsible for the following:

- Provides the total basic care needed by the infants and toddlers, (i.e. feeding, bathing, changing diapers, meeting emotional needs, and infant stimulation).
- Assists child care co-op students as required by child care teacher.
- Ensures the facility remains in compliance with licensing.

GROUP ASSISTANT, CHILD CARE PROGRAM

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a GED, plus some experience in activities related to the above-mentioned duties and responsibilities.

In addition for Teenage Parent Programs: successful completion of forty (40) clock hours in child care workers' training that includes ten (10) clock hours of infant training and five (5) clock hours of early literacy training. Must begin training within ninety (90) days of employment and be completed within the first year. Must be cleared to work by the Department of Children and Family.

PREFERRED:

Formal training in basic first aid and CPR.

ISSUED: 9/89 PBL; BOARD APPROVED: 9/27/89; REVISED: 3/90 PBL; BOARD APPROVED: 3/28/90; REVISED: 5/90 BMP; BOARD APPROVED: 6/13/90; REVISED: (D&R ONLY) 10/95 PBL; SAL SCH CHNG; BOARD APPROVED: 8/26/97; REVISED WC: 8/04 LM; MQ REVISED: 3/05 AK; BOARD APPROVED: 4/12/05

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

GROUP ASSISTANT, CHILD CARE PROGRAM

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds					X
2. Lift objects weighing 21 to 50 pounds				X	
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds					X
6. Carry objects weighing 21 to 50 pounds		X			
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time				X	
11. Standing for more than two hours at a time				X	
12. Stooping and bending					X
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors					X
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects				X	
19. Proofreading and checking documents for accuracy				X	
20. Using a keyboard to enter and transform words or data			X		
21. Using a video display terminal			X		
22. Working in a normal office environment with few physical discomforts				X	
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions				X	
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Group Assistant, Child Care Program - PESPA