

Sample Family Child Care Home Assistant – Job Description

Duties

As my assistant, you will be expected to nurture and care for young children and also work with older children during summers and before and after school. The majority of your time will be spent on care giving activities. In addition to attending to children's basic needs, you will be helping to organize activities that stimulate children's physical, emotional, intellectual, and social growth. Also, together we will help children explore individual interests, develop talents and independence, build self-esteem, and learn how to get along with others.

You will be expected to help maintain contact with parents or guardians through informal meetings to discuss each child's progress and needs.

You will be expected to greet the children as they arrive, help them prepare for the day and select an activity of interest. When caring for infants, you will be responsible for helping to feed and change them.

You may be asked to provide supervision for a group of children while on field trips and may be in charge of the children for brief periods when I am away from the home.

You will be expected to read and have a clear understanding of DHS Licensing Requirements for Family Child Care Homes.

Working Conditions

Working in a family child care home can be physically and emotionally taxing. You will spend much of the time standing, walking, bending, and stooping. You must be able to lift smaller children to attend to their needs.

Work Schedule

My home is open year around, Monday – Friday from 6:30 a.m. to 6:00 p.m. You will be scheduled to work _____ unless other arrangements have been discussed. It is not always possible for us to take regular breaks during the day, but when working full time, you will have _____ to eat lunch or take a break away from the facility. You will be allowed _____ vacation/sick days per year with approval. If you are unable to report for work, please provide me with as much advance notice as possible.

Discipline

The children in care must never be subjected to physical or emotional punishment. Undesired behavior will be redirected. We may occasionally use age appropriate time-out when the child's behavior may harm him or herself or others.

Professional Development

You will be required to participate in a minimum of 20 clock hours of professional development per year. You will be encouraged to continue your education in the field of child development or early childhood education.