

The Maryland-National Capital Park and Planning Commission

TITLE: Child Care Aide I  
SERIES: Recreation

GRADE: C01 CODE: 3423  
DATE: 1/13/88

Class Definition

Under close supervision, performs child care work involving limited responsibility and variety. Assists with routine child care/infant care. Performs other related duties as assigned.

Examples of Important Duties

1. Interacts, initiates and encourages the children in play activities during the day.
2. Helps control behavior of children using appropriate and positive discipline.
3. Helps in children's learning of independence and social skills.
4. Assists with the promotion of integral learning during meal times.
5. Helps to develop a cooperative and supportive attitude among children within the classroom.
6. Assists with planning play activities for the group and in offering suggestions and observations about the children.
7. Assists superiors in record keeping by passing on observations regarding the children's health, behavior and development.

Important Worker Characteristics

- A. Basic knowledge of (1) Commission policies and procedures;\* (2) Commission organization;\* (3) safety and health regulations;\* (4) early childhood education;\* (5) child behavior.
- B. Skill in working with hand tools.
- C. Ability to (1) understand and follow directions; (2) read and write routine materials; (3) relate joyfully and sensitively to children.

\* Developed primarily after employment in this job class.

The Maryland-National Capital Park and Planning Commission

TITLE: Child Care Aide I  
SERIES: Recreation

GRADE: C01 CODE: 3423  
DATE: 1/13/88

Minimum Qualifications

1. Successfully pass a medical examination based upon State Health Department's medical standards for child care employees, to be administered by a Commission-approved physician prior to appointment,
2. Age 16.
3. Ability to read and write.
4. Be of good moral character as determined by a background investigation that is in conformance with Maryland State law.

Working Conditions

Works in assigned facility. Daily contact with children.