

The Maryland-National Capital Park and Planning Commission

TITLE: Child Care Aide II
SERIES: Recreation

GRADE: C02 CODE: 3424
DATE: 3/20/01
FLSA: Non-exempt

Class Definition

Under close supervision, performs child care work involving some responsibility, complexity, and variety. Assists with child care/infant care activities which promote emotional, physical, intellectual and social growth. Performs other related duties as assigned.

Examples of Important Duties:

1. Assists with the weekly lessons, plans and helps procure the materials needed for the projects.
2. Assists in child care/infant care activities to meet physical, emotional, social and intellectual needs.
3. Assists in implementing program goals through application of child development concepts during activities.
4. Assists with record keeping for the classroom.
5. Helps control behavior of children, using appropriate and positive discipline.
6. Helps set up and maintain a room arrangement that is safe, inviting, interesting and stimulating.
7. Attends staff meetings as required.

Important Worker Characteristics:

Knowledge of: (1) safety and health regulations;* (2) early childhood education;* (3) child development;* (4) Commission policies and procedures;* (5) first aid;* (6) Commission organization;* and (7) child behavior.

Skill in operation of: (1) audio-visual equipment; and (2) operation of microwave oven.

Ability to: (1) understand and follow directions; (2) read and write routine materials; (3) relate joyfully and sensitively to children; (4) sufficient maturity and judgment to function in crisis situations; (5) ability to seek supervision and use it constructively.

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Minimum Qualifications:

1. 16 years of age.
2. High school diploma or GED.
3. Ability to read and write.
4. 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.
5. One year experience in working with children.
6. 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.