

The Maryland-National Capital Park and Planning Commission

TITLE: Childcare Aide GRADE: C04 CODE: 2007 DATE: 4/10/2024
SERIES: Park and Recreation Mgmt EEO: Administrative Support FLSA: Non-Exempt

Class Definition:

Under general supervision, performs standard skilled childcare work for a Commission childcare facility or program. Directly participates in structured childcare programs that meet the emotional, physical, intellectual, and social needs of both the individual child and the group. Assists with planning weekly lesson plans based on the center's or program's curriculum outline; interacts with the children to encourage their involvement in activities. Observes, records and reports significant individual and group behavior to supervisory staff, administers positive discipline under direct observation of the supervisor or higher-level professional staff; and maintains good communications with parents or guardians through scheduled conferences and on a daily, informal basis. Procedures for doing the work have been established and various specific guidelines are available. Identifies errors and provides corrections to work, answers routine questions, and explains work procedures to others. Actions require close monitoring of children, and compiling and processing information on forms, applications or responses to standard requests for information or assistance. Contacts are primarily internal with employees in the immediate unit and with children and parents/guardians from the public to provide childcare services, information and explain procedures or requirements, determine individual requirements requiring skill and tact to ensure that parent/guardian and child needs are met. May lead volunteer, intermittent, or contract personnel. Work contributes to the accuracy, reliability and acceptability of childcare services offered by the Department and serves the public by providing quality childcare to help facilitate the overall mission. Applies knowledge of standard procedures and tasks of childcare operations and activities, safety and health regulations, basic non-professional early childhood education and development techniques; and adheres to all Office of Childcare-Maryland State Department of Education (OCC-MSDE)/ Commission/Center regulations, policies and practices pertinent to the position. Follows procedures and applies standard solutions to a range of common or recurring problems. Interacts with people inside and outside the work unit to exchange routine and non-routine information. Performs other duties, as assigned.

Work is assigned in terms of continuing responsibilities. Specific instructions are given for new assignments. Incumbent carries out regular, recurring work independently in conformance with established policies and procedures, resolves routine work problems by selecting and applying the appropriate guideline(s), keeps the supervisor informed, and brings procedural exceptions to the supervisor or a higher-grade employee for guidance or resolution. Work is subject to review, and upon completion for conformance with instructions and other guidelines, quality, quantity, timeliness, teamwork, customer service and other factors.

Examples of Important Duties:

1. Directly participates in structured childcare programs that meet the emotional, physical, intellectual, and social needs of both the individual child and the group.
2. Prepares and submits required classroom reports in an accurate and timely manner and maintains all classroom records and files. Communicates all activities and concerns to supervisors.

The Maryland-National Capital Park and Planning Commission

TITLE: Childcare Aide GRADE: C04 CODE: 2007 DATE: 4/10/2024
SERIES: Park and Recreation Mgmt EEO: Administrative Support FLSA: Non-Exempt

3. Interacts with the children to encourage their involvement in activities and maintains good communications with parents/guardians through scheduled conferences and on a daily, informal basis. Establishes a warm and safe environment that is orderly, clean, appealing and permits the child to grow and to explore.
4. Assists higher level staff in preparing the weekly lesson plans based on the center or program curriculum outline. Attends required staff meetings and training sessions.
5. Assists with staff training and contributes to their evaluations.
6. Observes, records and reports significant individual and group behavior to supervisory staff. Administers positive discipline under direct observation of the supervisor or higher-level professional staff.
7. Prepares materials needed in programs and requests equipment and supplies.

Important Worker Characteristics:

- A. Knowledge of (1) safety and health regulations; (2) early childhood education; (3) child development; (4) first aid; (5) Office of Childcare Maryland State Department of Education (OCC-MSDE)/Commission/Center regulations, policies and practices pertinent to the position; (6) Commission organization, policies and procedures*.

**Typically acquired or fully developed primarily after employment in this job class.*

- B. Skill and ability to (1) organize work efficiently; (2) provide a positive environment for children; (3) handle crisis situations in a productive manner; (4) use leadership constructively; and (5) read and interpret instructions and maintain routine records.
- C. Skill in problem solving to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem. Examples include devising solutions and actions to resolve issues, conditions and problems; identifying, interpreting and analyzing diverse situations and factors to discern interrelationships among different approaches and methods; and recording records of children and group behaviors and reports to supervisor.
- D. Skill in communication to understand verbal and written information (including facts, descriptions and ideas) and to express such information so that others will understand. Examples include communicating with children, parents/guardians, supervisors and employees within the immediate unit; obtaining or giving facts or information concerning routine matters; and maintaining communications with parents/guardians through scheduled conferences and on a daily informal basis; and reading and writing routine reports and correspondence.

The Maryland-National Capital Park and Planning Commission

TITLE: Childcare Aide GRADE: C04 CODE: 2007 DATE: 4/10/2024
SERIES: Park and Recreation Mgmt EEO: Administrative Support FLSA: Non-Exempt

- E. Interpersonal skills to interact effectively with contacts in a businesslike, customer service-oriented manner; this includes skill in establishing and maintaining effective working relationships and working as a member of a team.
- F. Skill in using a computer, modern office suite software (such as MS Office), and enterprise and specialized software.

Minimum Qualifications (MQs):

- 1. 20 years of age.
- 2. High school diploma or a Certificate of General Educational Development (GED).
- 3. In accordance with Code of Maryland (COMAR) 13A.16 Child Care Centers, meets the requirements for childcare teachers in preschool centers.
- 4. Pass Commission medical examination.

Working Conditions:

Works in assigned facility, which is adequately heated, lighted and ventilated, and occasionally outside the facility in pleasant weather. Work may involve extended hours, early mornings, evenings and holidays for a seven day per week operation. Some driving may be required. Requires daily and continuous contact with children and ability to respond to emergency situations as required. Work requires light physical effort, periods of standing and some bending, crouching, and reaching, may require occasional lifting of objects up to 49 pounds, and when performed continuously over time results in some worker fatigue. Work presents normal, everyday risks and requires observance of safety precautions.