

The Maryland-National Capital Park and Planning Commission

TITLE: Child Care Aide III  
SERIES: Recreation

GRADE: C04 CODE: 3425  
DATE: 3/20/01  
FLSA: Non-Exempt

Class Definition

Under close supervision, performs child care work involving moderate responsibility, complexity, and variety. Assists in implementing an approved child development curriculum in a classroom situation. Performs other related duties as assigned.

Examples of Important Duties:

1. Implements and conducts programs that meet the emotional, physical, intellectual and social needs of both the individual child and the group.
2. Interacts with the children to encourage their involvement in activities.
3. Plans with staff, weekly lesson plans based on the center's curriculum outline.
4. Assists with the training and participates in the evaluation of subordinate staff.
5. Prepares a warm and safe environment that is orderly, clean and appealing and permits the child to grow and to explore.
6. Establishes and maintains good communications with parents through scheduled parent conferences and on a daily informal basis.
7. Observes, records and reports significant individual and group behavior to supervisory staff.
8. Uses appropriate and positive discipline and trains staff so that discipline is consistent.
9. Maintains all classroom records and files.
10. Keeps children and parents informed of program goals and developments through written and verbal means.
11. Attends required staff meetings and training sessions.
12. Prepares materials needed in program, requests equipment and supplies.

TITLE: Child Care Aide III  
SERIES: Recreation

Important Worker Characteristics:

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

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

Ability to: (1) read routine reports and correspondence; (2) write routine reports and correspondence; (3) speak clearly; (4) organize work efficiently; (5) relate joyfully and sensitively to children; and (6) ability to handle crisis situations and to use leadership constructively.

\* Developed primarily after employment in this job class.

Minimum Qualifications

1. 20 years of age.
2. High school diploma or GED.
3. Successfully completed 6 semester hours or 90 clock hours or their equivalent of approved training, or hold the Child Development Associate Credential issued by the Child Development Associate National Credentialing Program.
4. One year of experience under supervision working with a group of children in a licensed early childhood program or have successfully completed one year of study in an accredited institution of higher learning or an equivalent of one year as approved by the Department of Human Resources, Code of Maryland Regulations 07.04.02 - Child Care Center Licensing.
5. Successfully complete 6 clock hours of approved continued training every year.
6. 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.
7. Demonstrated ability to read and interpret instructions and maintain routine records.
8. Be of good moral character as determined by a background investigation in conformance with Maryland State law.

Working Conditions

Works in assigned facility. Daily contact with children.