

# Orange City Area Daycare

## Staff Job Description

### I. Job Summary

Orange City Daycare Staff provides service under the direction, supervision and control of the Daycare Director. Staff must work effectively with parents, children, and external agencies as service is provided in a caring and nurturing environment.

### II. Job Relationships

Responsible to: Orange City Area Daycare Director

### III. Key Job Areas

#### A. Employee Responsibilities

##### a. Staff demonstrates effective employee responsibility skills.

- Reliable and punctual
- Appropriate appearance and dress
- Completes duties assigned
- Able to see what needs to be done and does it
- Completes all required training regulated by state codes
- Follows confidentiality policy outlined in Employee Handbook

#### B. Communication Skills

##### a. Staff demonstrates effective communication skills.

- Uses communication log and center documentation
- Documents accurately and thoroughly
- Listens and responds to requests
- Shares concerns and comments

#### C. Safety Procedures

##### a. Staff knows and supports safety regulations and policies.

- Follows Universal Precautions
- Shows respect for property
- Supervises children as assigned
- Follows emergency procedures

D. Interpersonal Relationships

- a. Staff demonstrates effective interpersonal relationships with others.
- Establishes professional goals under the direction of the daycare Director
  - Works well with other employees and external agency workers
  - Shows respect and a caring attitude toward others
  - Participates in special projects that support the daycare mission and vision
  - Willingly completes assignments/duties set by the daycare Director

IV. Personal Specifications

- a. Experience: Experience providing care for infants/children preferred
- b. Education: Meet Iowa daycare provider specifications
- c. Job Knowledge: must have knowledge of developmentally appropriate practices and desire to care for and nurture children.

V. Physical Requirements and working Conditions

- a. Requires full range of body motion
- b. Requires some handling and lifting of children up to age 6
- c. Possibility of lifting up to 50 lbs.
- d. Requires frequent bending, lifting, stooping and stretching
- e. Requires corrected vision and hearing to within normal limits
- f. Requires working some irregular hours
- g. Requires possible exposure to communicable diseases and body fluids
- h. Requires passing a physical and TB test
- i. Requires certification for CPR, First Aid and Mandatory Child Abuse
- j. Requires training in Standard Safety Policies and Procedures

I certify that I have read the above information and fully understand the requirements and conditions of the position. I accept the above described position along with all the responsibilities and agree to perform all duties and responsibilities to the best of my ability.

Signature \_\_\_\_\_ Date \_\_\_\_\_