



ST. PATRICK PARISH

Staff Position Description
Daycare Assistant: Infants and Toddlers

Our Philosophy:

At St. Patrick Parish, we believe in drawing upon strength in the experience of our past and diligently pursue those elements which have become part of our operating philosophy including:

- Providing a high level of quality in serving our parishioners and school families.
- Maintaining a team of professionals who are committed to bringing excellence to their respective responsibilities and those of our Parish and School.
- Assuring a safe and healthy environment for visitors as well as every member of our organization.
- Providing a workplace that encourages staff to achieve the fullest of their ability.

Summary of the Position

This position reports to the Childcare Director. Provide support to the lead teacher in the effort to provide quality care and age-appropriate education to children. The role focuses on supporting a faith filled, safe and nurturing environment for infants and young children while providing educational programs that promote their development.

- Implement the schedule and routine set forth by the Lead Teacher incorporating the Catholic faith.
- Maintain a clean and healthy environment.
- Implement age-appropriate activities for young children and child development.
- Maintain a caring and nurturing attitude towards children.

Schedule and Routine

- Adhere to the routine of the classroom.
- Provide a consistent drop off and pick up routine for parents and children.
- Observes licensing and health requirements.
- Maintain sign in and sign out documents per licensing requirements.
- Maintain meal and snack times for the children.
- Ensure cleanliness of the children through washing hands and mouth throughout the day, especially after snacks and meals.
- Adhere to licensing and safety regulations regarding diaper changes and frequency of diaper changes.

Maintain a clean and healthy environment

- Comply with licensing and safety regulations regarding the disposal of food and beverages.
- Adhere to licensing and safety regulations regarding the disposal of diapers and wipes.
- Maintain a routine of cleaning play and sleep areas in addition to cleaning the toys.
- In addition to the regular cleaning routine, ensure these areas are sanitized when there is a confirmed contagious illness of one or more children.

- Communicate with the Lead Teacher regarding incident reports.

Child Development.

- Support the Lead Teacher with providing consistent age-appropriate development.
- Provide play-based learning for the children.

Caring and nurturing environment

- Provide positive responses to the children.
- Promptly address crying, hunger, and discomfort.
- Play with the baby during alert times, using age-appropriate toys that stimulate their senses.

Work Schedule

- This is a 30-40 hour per week position. Working Monday through Friday between the hours of 6:30 a.m. and 5:30 p.m.

Education and Experience:

- High School Diploma
- Two years' experience working in a childcare setting.
- Virtus - Protecting God's Children training.
- A solid understanding of age-appropriate activities for young children and child development.
- First Aid and Adult/Child CPR (training will be provided if needed).
- Excellent classroom management skills.
- Must be friendly, welcoming, and easily approachable to staff, parents, and have good telephone skills.