

SCHOOL AGE CHILD CARE (SACC)/WEE CARE PROVIDER

JOB SUMMARY

Provide quality child care services to the children of Lebanon Special School District's school age child care program.

QUALIFICATIONS

- High School Diploma (or GED)
- Inservice training/other training related to child care (preferred)
- Possess knowledge in all aspects of all school age child care
- Such alternatives to the above qualifications as the Director of Schools may find appropriate and acceptable

RESPONSIBILITIES/JOB DUTIES

- Report to SACC Site Director and SACC Director
- Responsible for watching and protecting the children at all times
- Responsible for taking children to bathroom, providing assistance when needed to children, and ensure that proper hygiene is performed (i.e. washing hands) each time
- Must attend required inservice and training hours needed to fulfill position requirements
- Notify SACC Director of issues within assigned site location that need to be addressed
- Administer juice and snacks to children
- Perform daily housekeeping tasks as assigned
- Responsible for verifying individuals picking up children and notifying the SACC Director of any attempt of unauthorized individuals wishing to pick up children
- Responsible for knowledge of first aid procedures and location of first aid items in case of emergency
- Must obtain prior approval for planned absences and notify the appropriate personnel within the established guidelines of emergency absences
- Adhere to Department of Education Rules and Regulations
- Meet and maintain all safety requirements from both local and state officials
- Implement program's Mission Statement
- Notify SACC Director of suspected child abuse
- Responsible for knowledge of proper safety drill procedures to include evacuation procedures and safe areas within facility
- Perform other duties as assigned by the SACC Site Director, SACC Director or Assistant Director/Director of Schools