

## **Job Description**

**Title:** Childcare Worker

**Reports to:** Board of Directors

**Based at:** Lake Country Montessori School, Hartland, WI

**Compensation:** Will be paid at an hourly rate based on experience

### **Job purpose:**

To provide childcare in a nurturing and caring environment to children age ranging from 2 ½ to 6 years old in a Montessori philosophy setting.

### **Qualifications:**

Must have a warm and friendly personality, be sensitive to the feelings and needs of others, be able to relate well to children, and be willing to fulfill responsibilities in accordance with Montessori philosophy. Must be at least 18 years old and meet the requirements of the licensing agencies and / or accreditation organizations.

### **Minimum Educational Requirements:**

Must have a High School Degree or GED and equivalent. Must have childcare certification, first-aid/CPR training and Montessori training preferred.

### **Work Hours:**

School Year (September to May) Monday to Friday: 12:45 pm to 6:00 pm (additional hours as needed)

Summer: Summer school sessions as needed

### **Skills:**

- be a mature individual
- have knowledge of developmentally appropriate practices in early childhood
- have the ability to conform to an established work schedule
- have effective interpersonal skills
- have the ability to communicate in a concise and effective manner
- have the ability of understand and follow instructions precisely
- have the ability to exercise tact, discretion and confidentiality

### **Key responsibilities and accountabilities:**

Monitor children's nap, work and play activities.

Keep records if necessary on individual children, including daily observations and

information about activities, snacks served, and medications administered.

Instruct children in health and personal habits such as eating, resting, and toilet habits.

Read to children, and teach them simple painting, drawing, gardening, handicrafts, and songs.

Organize and participate in recreational activities, such as games.

Assist in preparing food for children and serve snacks and refreshments to children and regulate rest periods.

Organize and store materials to ensure order in activity areas.

Perform housekeeping duties such as cleaning, dishwashing, and changing of linens.

Support children's emotional and social development, encourage understanding of others and positive self-concepts.

Sanitize toys and play equipment.

Must have the ability to communicate with lead teachers, assistant teachers, parents and board members to ensure the child's best interest.

**Physical Requirements:**

Must have the ability to:

- Lift up to 40 lbs.
- Repetitive bending, stretching and stooping
- Have mobility required to ensure the safety of the children
- Work with children on the floor
- Lead outdoor activities in all seasons
- Have visual and hearing capabilities that allow consistent supervision of children with Child Care Licensing safety requirements
- Perform light duty cleaning