

**DISTRICT IV HUMAN RESOURCE DEVELOPMENT COUNCIL  
JOB DESCRIPTION**

<b>TITLE:</b> Primary Caregiver	<b>SUPERVISOR:</b> Licensing Administrator
<b>PROBATIONARY PERIOD:</b> 1 year	<b>SUPERVISES:</b> Aide
<b>EMPLOYMENT HOURS:</b> 20 – 40 hours per week as needed	<b>WEEKS PER YEAR:</b> 40 weeks per year
<b>GRADE:</b> 14	<b>STARTING WAGE:</b> \$13.18
<b>POSITION SUMMARY:</b> Plan, implement, and supervise all extended care educational activities for enrolled children. Ensure compliance with and maintain Child Care Licensing standards and state standards according to the Quality Improvement Rating Scale (QRIS). General cleaning of classroom and facilities. Varied work schedule to include split shifts.	

**MAJOR RESPONSIBILITIES:**

1. Apply professional principles and judgment to provide a learning environment that promotes school readiness and is aligned with program school readiness goals and Montana Early Learning Standards (MELS)
2. Implement the Individual Education Plan (IEP) in order to provide for the special needs of children with disabilities in an inclusive environment.
3. Apply professional principles and judgment and advanced trouble shooting analysis to guide children’s behavior using positive discipline techniques
4. Provide supportive guidance to parents helping them enhance the social, emotional, cognitive and physical growth of their children.
5. Apply professional principles and judgment to assist families in developing activities for their children that are consistent with program goals and objectives.
6. Must receive at least 16 hours of professional development per year to comply with Child Care Licensing regulations.
7. Custodial duties to include:
  - Disinfect toilets and sinks
  - Sweep, vacuum, and mop classroom floor
  - Empty garbage and trash
  - Clean all spills on floors and walls
  - Clean tables, chairs, and counters
  - Clean and sanitize toys

**ADDITIONAL RESPONSIBILITIES:**

1. Supervise and provide ongoing training to classroom assistant and classroom volunteers.
2. Prepare meals and snacks as needed
3. Track attendance and meals and submit reports to Licensing Administrator weekly
4. Schedule aides to ensure staff: child ratio is met at all times.
5. Help in other areas such as kitchen, transportation, etc. as needed.
6. Promote a team approach environment in the classroom so children develop a warm relationship with both the teacher and teacher assistant.
7. Other duties as assigned by Supervisor

**MINIMUM QUALIFICATIONS:**

- Be at least 18 years old with a High School Diploma or High School Equivalency, and possess a Preschool Child Development Associate Credential (CDA) or equivalent.
- Six months experience in an Early Childhood Education setting

**SKILLS, ABILITIES AND OTHER REQUIREMENTS:**

1. Qualify to work in a child care center by DPHHS-QAD Child Care Licensing upon submission of all required documentation.
  - a. Current immunizations
    - i. TB Baseline test
    - ii. MMR
    - iii. TDap
  - b. Satisfactory state and federal criminal background check, Child Protective Services Check, Sex offender registry check, and driving check.
  - c. Possess First Aid/CPR/AED certificate or obtain at earliest opportunity
2. Must possess a valid Montana driver’s license and vehicle liability insurance, must have a good driving record and meet insurability requirements for agency automobile policy. Willingness to use own vehicle as needed in the performance of job duties.
3. Requires high attention to details to ensure the safety of children at all times.
4. Requires ability to work respectfully and cooperatively with people of all income levels and diversified backgrounds, including clients and other people in need of Agency services, State officials, business people and community leaders.
5. Ability to work independently and with minimal supervision.
6. Ability to communicate effectively with diverse cultural and socio-economic groups.
7. Must be able to maintain confidentiality concerning staff and clients.
8. Must be able to work positively with preschool children.
9. Able and willing to work with children and adults in a flexible schedule that may include some evening and weekend hours.
10. Work well under pressure, meet multiple and sometimes competing deadlines.
11. Demonstrate a commitment to the mission of the Agency, present thoughtful recommendations and resolutions as a client’s advocate; and always display integrity, honest interaction, and professional excellence.
12. At all times demonstrate cooperative behavior with colleagues and supervisors.
13. Must have good computer skills and be willing to learn job related computer programs.

**WORKING/ENVIRONMENTAL CONDITIONS:**

1. Requires significant physical effort to lift and carry between 5 and 60 pounds on an intermittent basis.
2. Requires moderate physical effort to participate in all children’s activities such as crawling or playing on the floor, walking, and running, skipping, jumping, and climbing inside the classrooms and in the outside play area on a frequent basis.
3. Required to spend outdoor time with children daily, including inclement weather such as cold, hot, warm, windy, snow, etc.
4. Required to sit in/at furniture designed to place staff at the child’s level for extended periods of time.
5. Exposure to chemicals used to clean and disinfect classroom and facilities.
6. Schedule varies according to number of children in attendance and will frequently include split shifts and 10 hour days.

**EMPLOYEE SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_