

**Early Childhood Positions**  
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**TO COMPLETE APPLICATION**

**ALL BENTLEY BRIGHT BEGINNINGS CHILD CARE APPLICATIONS MUST BE COMPLETED THROUGH THE [www.pcmiservices.com](http://www.pcmiservices.com) application as the other application through Applitrack is obsolete.**

Position Title: Bright Beginnings Caregiver (Child Care)  
Department: Instruction  
Reports To: Director of Early Childhood Education, Instruction  
Prepared By: \_\_\_\_\_ Date: \_\_\_\_\_  
Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

**SUMMARY:** Instructs children in activities designed to promote social, physical, and intellectual growth needed for primary school in preschool, child care center, or other child development facility by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** *Other duties may be assigned.*

- Plans individual and group activities to stimulate growth in language, social, and motor skills such as learning to listen to instructions, playing with others, and using play equipment.
- Develops and uses instructional materials suitable for verbal or visual instruction of pupils with wide range of mental, physical, and emotional maturates.
- Develops in each pupil an awareness of his worth as an individual and his role in his family and community. Encourages pupils to express themselves creatively in art, music, and dramatic play.
- Provides appropriate climate to establish and reinforce acceptable pupil behavior, attitudes, and social skills.
- Cooperates and seeks assistance from other professional staff members.
- Creates an effective environment for learning, through functional and attractive displays, interest centers, and exhibits of pupils' work.
- Provides individual and small group instruction designed to meet individual needs of pupils in communications skills, health habits, physical skills, and development of self-concepts.
- Communicates regularly with parents by means of newsletters, notes, phone calls, and individual parent conferences.
- Interprets school program to parents in order to strengthen parental understanding of the individual pupil's needs and the school's role in the pupil's life.
- Enriches educational program through study trips to community resources such as museums, parks, and through classroom visits by resource person from the school and community. Shares and interprets these experiences with pupils and parents.
- Selects and requisitions, instructional aids, supplies, and schedules snacks.
- Promotes parent participation and involvement in educational activities provided for their children.
- Attends scheduled in-service training and workshops to include, but not limited to, the following: first aid training, CPR training, and positive discipline training.
- Plans and supervises classroom activities.
- Follows snack menu and submit weekly grocery lists to the grocery shopper. You must stay within your center's allotted grocery budget.
- Follows the discipline policy and meets with parents when necessary about concerns regarding their children.

**SUPERVISORY RESPONSIBILITIES:**

The employee supervises students in the classroom.

**QUALIFICATION REQUIREMENTS:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Criminal background check including fingerprinting is required.*

**EDUCATION and/or EXPERIENCE:**

High school diploma or equivalent. Professional experience in early childhood programs. Professional training in early childhood. First Aid/CPR (infant/child and adult) certified.

**LANGUAGE SKILLS:**

Ability to read and analyze and interpret general business periodicals, professional journals, technical procedures, or government regulations. Ability to effectively present information and respond to questions from groups of administrators, staff and the general public.

**MATHEMATICAL SKILLS:**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**OTHER SKILLS and ABILITIES:**

Ability to apply knowledge of current research and theory to instructional program; ability to plan and implement lessons based on division and school objectives and the needs and abilities of students to whom assigned. Ability to establish and maintain effective working relationships with students, peers, parents and community; ability to speak clear and concisely in written or oral communication.

**PHYSICAL DEMANDS:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. The employee must occasionally push items of 50 pounds such as pushing children on a bike or moving/rearranging furniture. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

**WORK ENVIRONMENT:** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually loud and is a standard acceptable level for this environment. Is directly responsible for students' safety, work output and well-being.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*