

**DEPARTMENT:** NORTH TONAWANDA SCHOOL DISTRICT  
**CLASSIFICATION:** NON-COMPETITIVE  
**APPROVED:** 9/18/96

**CHILD CARE ASSOCIATE**

**DISTINGUISHING FEATURES OF THE CLASS:** This position exists in a school district, is funded under a grant through the Niagara County Mental Health agency, and involves responsibility for supervising young children and for assisting in building confidence by dealing with feelings and ideas to meet their social, emotional and educational needs and goals. The work is performed under the direct supervision of the School Social Worker, School Psychologist or other mental health professional. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Established rapport and warm meaningful relationships with referred children to reduce their dysfunctional behavior in the classroom and elsewhere, and to improve their behavior, educational performance, and social relationships;
2. Encourages children's participating in program activities, monitors their behavior and provides assistance where necessary;
3. Maintain order and discipline in the buildings and on outings;
4. Aids in keeping room and play area orderly and clean;
5. Maintains child progress records;
6. Responds to parents' questions on child's behavior, program activities and schedules;
7. Sets up play area for activities;
8. Refers problems to supervisor as needed;
9. Discusses behavioral or developmental problems with the supervisors before speaking to parents;
10. attends staff conferences and in-service training;
11. Uses conversation, creative play materials, games, academic coaching and other approaches to achieve prescribed goals with individual children experience school adaptation problems of a behavioral and/or educational nature;
12. Converses with children and established an atmosphere to encourage their expression of feelings and ideas and deals effectively and constructively with such feelings and ideas;
13. Helps to build confidence and self-esteem in children through one-to-one and/or group interactions;
14. Provides feedback to the mental health team, principal, teachers, and others school personnel, and, at the discretion of the team, to parents about the progress and behavior of the child;
15. Participates with school personnel and/or consultants in assignment, progress, termination and other conferences concerning parents and children, both in the schools and in community agencies;
16. Meets with other school personnel to gain additional relevant information about referred children so as to better understand their current behavior;
17. Writes notes and reports for children in the program, and responds to research questionnaires and instruments to help evaluate the activities concerned.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of young child care practices and techniques; working knowledge of basic first aid; ability to establish good working relationships with young children and their parents; ability to work with acting out children; ability to maintain order and discipline; ability to assist children deal with family crisis events; ability to listen carefully to children's concerns and fears and accurately relate them to supervisors; ability to follow oral and written instructions; ability to maintain simple records and prepare reports; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a New York State approved equivalency diploma;

**OR:** One (1) year of experience working with children in a child care, day care, after-school, or children's recreational program.

Non-competitive approved by State CSC 12/17/2001.