

**EASTERN UPPER PENINSULA INTERMEDIATE SCHOOL DISTRICT
JOB DESCRIPTION**

ASSISTANT CAREGIVER

Reports to: Early Learning Center Site Supervisor and Lead Caregiver

Period of Employment: 40 hours per week/year-round; 220 days per year

Purpose of Position: The assistant caregiver works cooperatively with and under the leadership of the lead caregiver. The assistant caregiver assists in planning, implementation, and monitoring of a comprehensive early learning center. The assistant caregiver takes an active role in the educational, social, physical, medical, emotional and self-care needs of an individual, or group of children in the Early Learning Centers operated by the EUPISD. The assistant caregiver may substitute for the lead caregiver in his/her absence.

Minimum Qualifications:

- Child Development Associate credential or associate degree in early childhood or child development or willingness to obtain within 2 years
- The Assistant Caregiver must meet the health requirements of the State of Michigan Department of Human Services Bureau of Child and Adult Licensing Childcare Licensing Rules (R 400.8128)
- Effective oral and written communication skills
- Professional tact and diplomacy with administration, co-workers, students, parents, and the community
- Ability to lift/carry instructional materials up to 50 pounds
- Adheres to FERPA and District confidentiality practices
- Possess emotional stability, physical stamina and strength necessary to complete duties, and have an understanding and interest in young children
- Must have regular and reliable attendance

Duties and Responsibilities:

- Assist with compliance with all licensing rules, regulations, and other early learning center staff in conjunction with the Lead Caregiver and Early Learning Center administrators
- Assist with tracking staff/child ratios
- Assist in planning and implementation of daily program/lesson plans as directed by the Lead Caregiver
- Assist in monitoring classroom and activities to provide a safe, healthy, and organized learning environment
- Interact with children to promote cognitive, language, social/emotional, large and fine motor, and self-help/adaptive skills
- Assist with ensuring that lesson plans reflect cognitive, language, social/emotional, large and fine motor, and self-help/adaptive skills and accommodations based on a child's IFSP or behavior plan
- Assist with set-up, carry out, and clean-up of the daily program/lesson plans with assistance from other staff members
- Assist in conducting ongoing child screening and assessment activities with accuracy and timeliness
- Familiarize and follow all policies, procedures, and requirements as set forth by the site handbook in accordance with the Early Childhood Standards of Quality and Childcare Licensing Rules

- Be available and travel within the region and state as needed for completion of duties, professional development, attend meetings within and outside of normal working hours
- Assist the Lead Caregiver and other staff in providing for child needs, which may include, but are not limited to toileting and/or diapering, proper lifting and/or transferring (up to 50 pounds), feeding, medically related needs and personal hygiene needs of children
- Attend pertinent staff meetings, IFSPs, and other in-service training sessions at the request of the supervisor
- Always remain free of substance abuse and/or illegal drug use
- Other related duties as assigned by supervisor

Wages and Fringes:

EDUStaff Contract - \$12-\$14.50 per hour, based on education and experience.

6/2023