

Red Wing Public Schools Position Description

ABE Childcare Supervisor

General Information

Department:	Community Education and Recreation
Unit:	Non-Classified Personnel
Immediate Supervisor:	ABE and GED Testing Coordinator
Grade Placement:	5
FLSA Status:	Non-Exempt

Position Summary

The Adult Basic Education (ABE) Childcare Supervisor provides direct supervision to children of the adult learners participating in the Adult English classes. The position follows the policies and procedures of the program in accordance with operating procedures and protocols of the program.

Essential Duties and Responsibilities

1.	Plans, develops and implements age appropriate activities and plans that are fun and educational. <ul style="list-style-type: none"> a) Interacts with children and supervises activities. b) Monitors children activities in room and outside. c) Takes attendance and ensures parent check-in procedures. d) Provides for and leads a variety of enrichment and recreational choices and activities. e) Models and teaches appropriate behaviors. f) Monitors and provides for a safe and secure environment for the children.
2.	Sets up and cleans up the childcare room each scheduled day of adult classes.
3.	Maintains proper room use and storage of classroom materials and supplies.
4.	Maintains and ensures that each child participating has a completed enrollment form on file and that each parent/guardian has a signed childcare policy on file.
5.	Implements activities which are planned according to the age of child participant.
6.	Ensures that all health information is reviewed before caring for a child (i.e. allergies, health risks/concerns).
7.	Follows and assures all program policies are followed during the time of supervision.
8.	Ensures children are escorted to and from the child care room by the parent/guardian and are signed in/out at each visit. Escort children in and out of the child care room as appropriate.

9.	Ensures that all diaper changing is performed by parent or guardian.
10.	Maintains program records and notes about each child or daily activities during supervision times.
11.	Performs other duties of a comparable level or type as apparent or assigned by his or her supervisor(s).

Required Education, Training, and Work Experience

Required Education / Training: High school diploma or GED

Degree Information: None

Major Field of Study or Degree Emphasis: None

Required Work Experience: Must be 16 years of age and have a desire to work with, interact with, and care for children and infants

Licenses / Certifications Required: None

Essential Knowledge Required to Perform the Essential Functions of the Position

- Program policies, rules, and operational procedures
- Fundamentals of child development stages and age appropriate behaviors and needs
- Safety procedures and general sanitation requirements and procedures
- Basic behavioral strategies

Essential Skills Required to Perform the Work

- Supervising groups of children of various ages in accordance with behavioral guidelines and rules to ensure an appropriate environment and safety of children.
- Establishing a rapport, relating to and serving as an appropriate role model for children.
- Communicating appropriately and effectively with children, staff and parents.
- Following and applying program rules and operating procedures.
- Documenting and recording program data and activities according to procedures.
- Applying judgment in dealing with children and parents.

Typical Physical Demands for this Position

Summary of Physical Job Requirements:

Physical requirements associated with the position can be best summarized as Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job..

Physical Job Requirements:

	Amount of Time Spent			
	None	1/3 or Less	1/3 to 2/3	Over 2/3
Physical Activities				
Stand			X	
Walk		X		
Sit		X		
Use hands to finger, handle or feel			X	
Reach with hands arms		X		
Climb or balance	X			
Stoop, kneel, crouch or crawl		X		
Talk or hear				X
Taste or smell	X			
Lifting / Forcing Exerted				
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Unusual or Hazardous Working Conditions Related to Performance of Duties:

Duties are generally performed in a typical classroom/school setting where there are minimal environmental hazards and risks.

Classification History and Approval

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