

SENIOR CHILD CARE AIDE
(BOCES)

DISTINGUISHING FEATURES OF THE CLASS: The work involves the oversight and operation of child care centers within the BOCES jurisdiction. Care is provided to children of participants involved in educational programs. Duties are performed under general supervision with allowance made for the use of independent judgement in carrying out the details of the work. Supervision is exercised over aides involved in child care. A Senior Child Care Aide does related work as required.

TYPICAL WORK ACTIVITIES:

- Plans and coordinates the daily activities of child care centers;
- Monitors material and equipment usage to ensure ample supplies;
- Provides care and guidance to children;
- Maintains classroom in an orderly fashion;
- Keeps attendance, time sheets and other records as needed;
- Oversees aides in the performance of their duties.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Ability to establish good relationship with children; familiarity with classroom routine; ability to read and write English; ability to plan and direct the work of others; resourcefulness in planning and conducting activities related to child care; tact; courtesy; patience; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Either:

A. Graduation from high school or possession of a high school equivalency diploma;

OR

B. Training and experience in child care procedures.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Revised: 6/5/91