

Job Description Driver

Hours: 5- 8 hours per day

Education/Experience Requirements:

- Meet all state licensing minimum age and education requirements for working in child care
- Holds a High School Diploma or equivalent
- Is appropriately qualified for the assigned age group through education, training, experience, and/or personal qualities according to the state licensing requirements
- Maintains the State In-Service requirements (CYFD 22.2.2)
- Must have completed 45 hour class or equivalent
- Must have and maintain 1st Aid, CPR, and Blood Born Pathogens Training

Physical Demands:

- Will frequently lift or move average weight; as in lifting, carrying, and holding infants and children
- If necessary you may be required to change soiled clothing, and diapers for those children in your classroom
- Will occasionally lift or move average weight in awkward or difficult positions
- Required to stand up to 65% of the work day
- Must be able to interact with children on the playground or in classroom, i.e. run, jump, dance, physical exercise, etc
- Must be able to professionally interact with children, their parents, and other teachers on a daily basis
- Able to physically and mentally react immediately to unexpected circumstances
- Seeks assistance to perform physical demands of the job if necessary, i.e. lifting or moving heavy weights
- Must be able to stoop and bend to interact on child's level

Detailed Job Description:

- Responsible for the cleanliness and maintenance of the company vehicle you drive
- Must observe all State Laws while driving company vehicles
- Must complete daily checks of vehicles for cleanliness and safety
- Must have an up to date schedule of your assigned routes and what children you transport at all times.
- Must maintain an emergency contact binder to be kept in the company vehicle

- Personally responsible for insurance deductible for any accident for which you are found at fault (deductible is \$1000.00)
- Personally responsible for all traffic violation fines incurred in company vehicles
- Responsible for the Direct Care of Children
- Support and implement philosophies in the classroom activities, routine conversation, and curriculum
- Interact, play with children
- Provide each child with opportunities for individual development
- Keep children neat & clean in appearance.
- Assist in Family Style Dining
- Talk and sing with children
- Provide a positive, loving, and nurturing environment
- Is aware of inappropriate discipline, child abuse, or neglect; whether it occurs at the Center or we suspect it occurs elsewhere
- Maintain room environments, as well as the cleanliness of the rooms
- Properly reports any and all incidents of abuse, neglect, or therein to Management
- Nurture and supervise children
- Take pride in the appearance and cleanliness of the Center
- Responsible for knowing and maintaining your Ratio
- Must fill out a communication sheet with necessary information for the night staff
- Must model appropriate behavior

Personal Characteristics:

- Displays respect for others, both children and adults (parents, supervisors, and co-workers).
- Able to adapt to ever changing environments, accepts constructive feedback, and implements appropriate action.
- Is flexible to the daily business demands of the Center, including scheduled working hours and room/kitchen assignments

Program Implementation:

- Understands our educational program and uses the materials properly.
- Prepares and follows lesson plans and activities appropriate for the developmental stages of each child. *All learning areas MUST have teacher made materials and hands on activities.*
- Assists children in arts and crafts to enrich fine motor skills including cutting and pasting.
- Allows children when developmentally appropriate to do their own.
- Plans and engages in indoor and outdoor activities designed to enhance gross motor skills.
- Tells appropriate stories to children in all age groups.
- Works with children to develop appropriate verbal communication skills

Classroom Management/ Organization:

- Maintains a Parent Awareness Board including but not limited to: Lesson plans, daily schedule, "Look What I Did Today", notes, field trip information, attendance lists, allergy lists, and other appropriate information as required.
- Gathers and prepares sufficient supplies and equipment in advance for each day's planned activities.
- Decorates classrooms with appropriate materials
- Maintains classroom that is safe, neat, CLEAN, attractive, and ready for children.
- Personalizes all cots, cribs, cubbies as appropriate
- Encourages family style dining by modeling good manners, eating ONLY Center prepared food with children, providing a relaxed atmosphere, encouraging conversations, teaching by example, and assisting with cutting food and feeding when necessary.
- Provides a restful atmosphere during rest time, including soothing, quiet music.
- Maintains cubbies so that they are clean and free of clutter.
- Cleans vehicle, classroom, outside play areas, and restrooms; including sweeping, mopping, vacuuming, etc.
- Teaches respect for classroom equipment and supplies by encouraging children to help maintain them.
- Provides constant supervision of all children; ensuring that there is never a child left alone or left to be supervised by another child or parent.

Administrative Procedures

- Completes and submits all records as required, including time sheets, attendance records, accident reports, and any other required materials.
- Completes all vehicle maintenance logs
- Attends all staff meetings, conferences, and Center events as scheduled.
- Dresses in accordance with the Center's appearance policy.
- Supports all policies and procedures as stated in the Employee Handbook, and official memos.

Safety and Sanitary Procedures:

- ALL children must be logged onto your roster for each transport.
- Ensures that all children under 5 years of age or under 40 pounds are in an approved booster safety seat
- Ensures that all children, regardless of age or weight, are in a seat with the seat belt fastened before the vehicle begins moving
- Ensures that all children are checked off on your roster - EACH CHILD - EACH TRANSPORT.
- Drivers will physically check the interior of the vehicle for compliance, debris, and ensuring that all persons have exited the vehicle. Only after ensuring compliance, is the driver to proceed to bring children into the building.

- Ensures that all children are accompanied into their CLASSROOM and that rosters are turned in to Classroom teachers after each transport.
- Ensures that company vehicles are kept CLEAN and in GOOD REPAIR at all times
- Assists and instructs children in personal hygiene such as toileting, face and hand washing, etc.
- Cleans and sanitizes cribs, mats, and/ or cots, toys, and cubbies.
- Ensures that all children can be seen at all times during resting hours, i.e. NO COVERING heads with sheet / blankets!

Additional Responsibilities

- Ask for help and assistance when needed
- Maintain positive and supportive business, licensing, regulatory relationships
- Work in harmony with other Center staff and show enthusiasm toward your job
- Handle both routine and difficult situations with a calm response
- Participates in and cooperates with group decisions, is a team player.
- Informs parents of their child's progress and is available to meet with parents during appropriate times.
- Provides ongoing positive customer service to ALL parents at ALL times.
- Encourages children to seek assistance and shows trust and confidence in them.
- Other duties as needed. These may include, but are not limited to: washing dishes, taking out trash, covering for other staff, answering the phone and taking messages, cleaning out storage closets, etc.

I, _____, have read, and I understand my job description here at TLC Development Centers.

Employee Signature _____ Date: _____

Director Signature _____ Date: _____