

JOB POSTING

LEROY-OSTRANDER PUBLIC SCHOOLS

has an opening for the following position(s):

Childcare Worker for Cardinal Kids (2)

Monday thru Friday, before (6:00am) and after school til 6:00 p.m.

and on Non-school days

15 to 20 hours per week

Salary will be discussed during interview

If interested,

send application and resume to:

Aaron Hungerholt or Stacy Jacobsen

406 W. Main St. LeRoy, MN 55951

ahungerholt@leroy.k12.mn.us

or

sjacobsen@leroy.k12.mn.us

Job Description for Cardinal Kids Staff

A Cardinal Kids Staff Person must

- be able to communicate effectively and often with staff, parents and children
- enjoy working with children and be able to direct and discipline as needed
- be flexible and creative in working with children to make their time at Cardinal Kids enjoyable and whenever possible educational – we may not be teaching reading, writing and math but we are teaching them life skills that are equally important
- be consistent with guidelines and enforce policy and rules
- be a team player

Personal Expectations

1. Be prompt. Be at work on time.
2. Work your shift or find your own replacement. Let CK Business manager know of the change
3. If you are sick, please contact the CK Business Manager, and he/she will find a replacement or cover your shift. Please don't come to work if you are sick
4. Work on snow/late start or early dismissal days based on the following:
 - a. If you are scheduled to work the open/morning shift – you would open as usual and then stay until 9:30 a.m. when school starts. If school is cancelled for the day, you would work from opening to 12:00 p.m.
 - b. If you are scheduled to work the 2:45 – 5 p.m. shift, if there is early dismissal you would work from whatever time school is out until 5 p.m. If school is cancelled, you would work from 8:30 a.m. – 3:30 p.m.
 - c. If you are scheduled to work the 2:45 – 6 p.m. shift, if there is early dismissal you would start work whenever school gets out and work until 6 p.m. (occasionally if the roads are bad – you might need to stay until parents can arrive) If school is cancelled, you would work 12 noon until 6 p.m.
5. Dress clean and neatly. Casual clothes are appropriate
6. Dress modestly. No low necklines. Extremely short shorts etc. You are a role model for children
7. Cell phone use is limited to work related or emergencies
8. Participate in required meetings or training
9. If your child attends Cardinal Kids while you are working, your child is expected to follow all the Cardinal Kids rules/policies.
10. Keep confidential Information confidential in regards to the clients/children we serve

Working with Staff

11. Communicate and interact professionally with all staff at all times. Being courteous, kind, respectful, fair and up-beat will make working here pleasant for everyone.

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12. Be a good communicator with staff at every opportunity
13. Be a team player. Back each other up. Staff need to be consistent with rules.
14. Be flexible. This program has to change to meet the needs of students and parents.
15. Correct or discipline a child when you need to. Don't expect another staff person to do this for you. Be pro-active.

Working with students

16. Be positive, courteous, kind, respectful and fair to all children. Try not to show favoritism towards some children and not others
17. Participate with children in activities and games whenever possible. Be a participant, not an on-looker
18. A child should be held responsible to put away his/her own toys, games etc.
19. Provide correction or discipline when needed. Don't threaten. Follow policy.
20. Be consistent. All staff should follow policy and rules. A child should get the same response or discipline action from all staff in any given situation.
21. Be creative in finding things to do. Make suggestions for games, suggest the kids paint pictures, go outside to play, take them for a walk, play Wii, Go Noodle etc.
22. Complete any necessary paperwork should an incident occur – share that information with the parents if you were working at the time, and with the Business Manager.

Working with Parents

23. Get to know each student's parents and try to develop a relationship with each of them. Be positive, professional & courteous to parents. We are happy that parents chose our day care for the child/children
24. Always greet parents, verbally, when they pick up or drop off a child.
25. Make sure parents record the time on the time in/time out sheet when the pick-up or drop off their child
26. Collect monthly calendars and if a parent makes a change to their schedule, make changes to all calendars that are printed out – if it is a change to a calendar/schedule not printed, please send a text or leave a note for the Business Manager
27. Collect payments from parents. Record payments made in the receipt book – be sure to include name of parent & child, date received, check #, amount and your name. Offer a receipt to the parent, if they don't want one – Be sure to record the acceptance of a payment in the receipt book. Once you have recorded the check, it should be put in the blue bag in the top drawer of the file cabinet in the office.
28. If you have an incident during your shift, please share that information with the parent when they pick up their child. If it is sensitive matter, step inside the office to avoid sharing confidential information in front of other parents/children. Include the child when you talk to the parents about an incident to avoid their being any misunderstanding about the events that occurred. Complete an incident report. Include in the report, the time and date that you shared that information with the parent. If you are ever uncomfortable with a situation or want the Manager to be part of the conversation, please do not hesitate to contact the Manager.

29. Whenever possible, share positive events or situations with parents regarding their child that happened during your shift.

Expectations of working with children

30. Follow handbook guidelines and enforce them
31. Be assertive and discipline according to guidelines in the handbook
32. Document incidents when they occur, share information with parents and tell the supervisor of incident promptly
33. Provide supervision to students in all areas at all times. Students who are comfortable going to the bathroom by themselves can do so.
34. Insure the safety of all students at all times.
35. Prepare and serve breakfast to students on non-school days and during the summer program
36. Serve and put away snacks as needed following the guidelines
37. Prepare and serve student lunches during summer program
38. Help students with homework as needed. You are not required to correct it. Inform parents if the child was uncooperative or was unable to complete their homework.
39. Enforce playground rules
40. Escort children to and from activities

General Expectations during your shift

41. Put things away and clean room as needed after each shift. Children can help in this process. Cleaning includes, wiping off tables, washing dishes, sweeping floor, vacuuming carpeted areas, restock snacks, making kool-aid etc. child helpers are assigned to assist
42. Update the CK kid schedule when you arrive for your shift by checking messages on office phone, Card kids cell phone (voice and text messages) and the Card kids email. Respond to messages with an Ok or thank you so that parents know that you received the message. Make any corrections to all copies of printed calendars and/or schedules. Erase the message if you have recorded the changes.
43. Empty trash, replace garbage bag.
44. The staff member on the closing shift should check the time in/time out board to make sure all children have been signed out correctly. Please make needed changes when necessary.