

**POSITION** CHILD CARE AIDE, Part-time, Limited Term  
**APPLY BY** January 30, 2020  
**HIRE DATE** February 2020

**DIVISION** Child Care Center  
**REPORTS TO** Child Care Manager  
**CLASSIFICATION** Non-Exempt  
**POSTING DATE** January 16, 2020

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### **SUMMARY**

The Child Care Aide will provide standard services to children in the child care center. Responsibilities will include conducting activities for children; tasks to maintain child hygiene; feeding children; prepare billings as needed; and preparing forms required to maintain child center licenses. This position is part-time, Monday – Thursday, 12-15 hours per week through May 15, 2020.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE**

- Provides physical care for children, including, but not limited to, feeding and performing diaper changes
- Conducts educational and recreational activities to foster the physical and developmental needs of children
- Prepares and maintains forms and records, to comply with the center's licensing rules and regulations
- Prepares bills, as needed
- Monitors early childhood work studies assigned to the center
- Performs other related duties as assigned

### **TRAINING, EXPERIENCE AND SKILLS**

- High School Diploma/G.E.D, one year of related experience required
- The following trainings/licenses are required:
  - Foundations to Early Childhood class
  - CPR & First Aid Training
  - Sudden Infant Death Syndrome & Shaken Baby Training
  - Child Abuse and Neglect Training
- Additional required trainings/licenses which can be obtained after hire:
  - Wisconsin Model Early Learning Standard Training
  - Registry of Wisconsin Certificate
  - SEFEL Training
  - Infant/Toddler Credentials
  - Blood Borne Pathogens Training

### **KNOWLEDGE**

- Child development principles and practices
- Early childhood education principles and practices
- Cleaning and sanitation methods
- Applicable Federal, State, and local laws, rules, regulations, codes, and/or statutes
- Billing principles.
- Ability to work effectively in a team-based, quality environment
- Computer knowledge of Microsoft Office, email, and internet

**SKILLS**

- Monitoring children in a child care setting
- Observing facilities for potential safety hazards
- Cleaning and sanitizing rooms, furniture, and toys
- Applying first aid
- Utilizing communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, and others sufficient to exchange or convey information.

**APPLICATIONS**

Internal and External applicants complete and submit the online employment application at [www.swtc.edu/jobsatswtc](http://www.swtc.edu/jobsatswtc)

For questions regarding the application process please email Human Resources at [humanresources@swtc.edu](mailto:humanresources@swtc.edu) or **608.822.2314**.

**HOURLY WAGE:** \$12.07/hour

**SELECTION PROCESS**

The Review Committee will screen applicants and contact them for an interview. Meeting the minimum qualifications does not assure the candidate an interview. Final candidate's employment offer will be subject to completion of a BID criminal background check and pre-employment drug screening.

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