

## ***JOB DESCRIPTION***

---

Position Title: Assistant Group Supervisor  
Reports to: Child Care Director

Department: Child Care  
Starting Pay Range: \$8.25-9.25 per hour

Employees with a CDA or higher credentials are also eligible for an annual Education and Retention (ERA) award as long as it is offered through the STARS program.

**Position Summary: Responsible for providing child care in a group setting.**

### **Essential Job Requirements:**

**EDUCATION** Preference will be given to those that meet a PA KEY Career Lattice level of V which is an Associate's Degree from an accredited college or university including 18 Early Childhood Education credits and one (1) year of documented experience with children or

High School Diploma or a General Education Development (GED) Certificate and 30 credit hours from an accredited college or university in Early Childhood Education, Child Development, Special Education, Elementary Education or a human service field and one (1) year of documented experience with children or

High School Diploma or a GED certificate and 15 credit hours from an accredited college or university in Early Childhood Education, Child Development, Special Education, Elementary Education or a human service field and one (1) year of documented experience with children or

High School Diploma or GED certificate and completion of a post secondary training curriculum approved by the Dept. of Education (CDA) and two (2) years of documented experience with children

**EXPERIENCE** See above

**REQUIRED SKILLS** Enjoys the company of, and be skilled in, nurturing, supporting and esteem building for children; Familiarity with child development issues and practices and able to communicate such issues with co-workers, parents and supervisors; Understanding and supportive of the team concept of management; Ability to communicate to parents, staff and children in both written and verbal form; Ability to provide care to children and parents without bias or judgment; Understands the importance of, and maintains a clean, safe environment for the children entrusted into care; Knowledgeable of all regulations governing the Day Care Center; Adaptable to the changing realities of providing day care in a positive manner; Maintains current knowledge on child care and supervisory issues through training, seminars and conferences; Understands the importance of and maintains confidentiality regarding children, parents and co-workers

**Essential Job Functions:**

1. Handles all aspects of child care in a positive manner. Treats children in a respectful and considerate manner both verbally and physically. Provides a positive role model to children and co-workers.
2. Is knowledgeable of and complies with applicable governing regulations and agency policies.
3. Follows the guidelines for discipline as established by agency policy.
4. Is sensitive to, and has an understanding of individual needs and differences of all children within the assigned group.
5. Has a knowledge base of child development in all ages. Is able to adapt to working with children of different ages.
6. Monitors the daily environment to ensure the continuous safety of the children.
7. Directly supervise inside and outside activity of children at all times during assigned shifts. Assists children with meals, nap and toilet routines as appropriate for age.
8. Accurately completes daily track sheets for children in care according to program guidelines.
9. Greets and communicates in a positive manner with all parents when they are picking up or dropping off children. Refers parents to Child Care Director when unable to specifically address issue or concern.
10. Identifies unusual situations as they arise and communicates with parent, Team Leader and Child Care Director. Unusual situations include biting, illness, accidents, extreme behavior. Documents such situations daily.
11. Follows and implements the program routines and curriculum as outlined.
12. Follows cleaning routines established for the group assigned. Is responsible for cleanliness of care room including; toys, desk, equipment, rest needs, and furnishings. Assists with other cleaning needs in building as requested.
13. Participates in scheduled meetings to enhance the program and achieve the goals established by the team.
14. Meets all training and programs requirements as outlined in Keystone STARS and DPW regulations within the required time frames.
15. Performs other duties as assigned.

**PHYSICAL  
DEMANDS**

Lifting equipment waist to chest of 30 lbs. using proper technique  
Lifting supplies floor to waist of 30 lbs. using proper technique  
Pushing and Pulling File Drawers of 30 lbs. using proper technique  
Must be able to stand 4 hours a day– based on a 7.5 hour day.  
Must be able to sit for 7.5 hours per day – constant sitting  
Mobility - must be able to move throughout general office setting and various private homes and public buildings  
Must be able to control body through motion for bending/squatting to pick up supplies  
Must be able to use hands for fine motor skills and computer use  
Must have visual acuity to pass Snellen chart test  
Must have hearing acuity to pass Whispered Voice Test  
Must tolerate climate changes from 25 to 90 degrees while moving between buildings and supervising outdoor activities.

DRIVING ABILITY      Must hold a valid driver’s license without restrictions, be able to drive van and have a completed motor vehicle check.

Exempt/Non-Exempt  
(Circle one)

Full-Time/Part-Time  
(Circle one)

Regular/Temporary/Leased  
(Circle one)

***LIMITATIONS AND DISCLAIMER***

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an “at-will” basis. This does not constitute an employment contract.

I have read the above job description and understand the expectations of the position.

---

Employee Signature	Printed Name	Date
--------------------	--------------	------

---

Supervisor’s Signature	Printed Name	Date
------------------------	--------------	------