<table>
<thead>
<tr>
<th>CAREER LEVEL</th>
<th>DBM RATING</th>
<th>FLSA STATUS</th>
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<tbody>
<tr>
<td>Single Career Level</td>
<td>A13</td>
<td>Non-Exempt</td>
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### NATURE OF WORK
- This classification is responsible for assisting Child Care teachers with the delivery of developmentally appropriate child care programs and activities. Work is routine in nature with specifically defined tasks that require the application of general experience to modify techniques as appropriate.

### TYPICAL CLASS RESPONSIBILITIES
(These responsibilities are a representative sample of essential class duties; position assignments may vary.)

1. Attends to each child’s emotional and physical needs, implementing developmentally appropriate activities needed for attachment, clothing, communication, exercise, food, guidance, rest and toileting.
2. Assists in planning and evaluating child care curriculum and environment to ensure that it is visually appealing, intellectually stimulating, and child-centered - meeting the developmental needs of all children.
3. Communicates regularly with parents/guardians of enrolled children on issues such as progress, problems and opportunities.
4. Insures the constant oversight of the total group of children.
5. Maintains records, reports and/or information regarding child’s attendance, behavior, development, interactions, illnesses, injuries, and other medical attention.
6. Maintains healthy and safe child care/work environment by implementing Children’s Center, University and State/Federal policies.
7. Oversees and supports student or temporary employees.
8. Performs other duties of a similar nature or level.
LEVEL OF DECISIONS

| Makes decisions that affect the manner and speed in which the elements of an operation are performed. Incumbents have a choice as to how the elements of an operation are performed, but not as to what elements constitute the operation. |
| Determines quality and quantity of work of assigned tasks. Incumbents work within defined operations, with the ability to determine how well the operation's steps are performed but not what steps are in the defined operation. Incumbents may provide recommendations related to the provision of child care services, but do not have the authority to determine the specific tasks to be performed. |

DIRECTION RECEIVED

- Works under direct supervision; follows clearly defined practices and procedures to achieve specific objectives determined by Child Care teachers.

DIRECTION PROVIDED

- May assign/delegate work assignments to student workers and/or temporary employees; May troubleshoot problems and issues commensurate with relevant experience.

TYPICAL CAREER-LEVEL SPECIFIC RESPONSIBILITIES MAY INCLUDE:

- Incumbents assigned to this classification may be responsible for:
  - Collecting and disseminating a variety of written and verbal communications requiring knowledge of relevant policies, procedures and rules for assigned area; providing explanations requiring some interpretation of policy to common questions and requests.
  - Reporting child activities to teachers, parents and guardians.
  - Addressing the physical needs of children; changing, feeding, and communicating with children as permitted under established practices and guidelines.
  - Assisting with the delivery of predetermined curriculum.
  - Setting up for prepared meals and cleaning once meals are complete.

TRAINING AND EXPERIENCE

- Incumbents in this class typically require an equivalent combination of education and experience sufficient to successfully perform the responsibilities of the job, such as those listed below.
  - High school diploma or equivalent (G.E.D.) AND one year child care experience.

The Education, Training, and Work Experience listed above are intended to serve as a general guideline for recruiting purposes. Additional qualifying experience may substitute for the education required of the assigned position.
**UNIVERSITY OF MAINE SYSTEM CLASSIFICATION SPECIFICATIONS**

**CHILD CARE ASSISTANT**

### LICENSING REQUIREMENTS

Incumbents in this class typically require:
- Current certification in *Infant / Child CPR and First Aid*
- *Maine Roads to Quality* certification

### KNOWLEDGE REQUIREMENTS

**Classification knowledge requirements:**
- Customer service principles;
- Basic knowledge of developmentally appropriate practices in early childhood programs, serving children 6 weeks – 5 years;
- Computers and related software applications;
- Communication principles;
- Recordkeeping and report preparation techniques;

### SKILL REQUIREMENTS

**Classification skill requirements:**
- Providing exemplary customer service;
- Respecting each child’s needs, interests, and developmental level;
- Caring for large groups (12-20) of young children;
- Maintaining a consistent level of patience under stressful conditions;
- Determining when supervisory involvement is necessary;
- Maintaining high level of attention for long periods of time;
- Maintaining records and files;
- Maintaining confidentiality;
- Preparing reports;
- Using computers and related software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

### PHYSICAL REQUIREMENTS

Positions in this class typically require: stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, talking, hearing, and seeing. The job is performed under some hazardous conditions, including for example, exposure to loud noise, chemicals, blood, and other body fluids.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

### CLASSIFICATION HISTORY

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<tr>
<th>DATE</th>
<th>COMMENT</th>
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<tr>
<td>5/2/12</td>
<td>Final</td>
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*The above classification specifications are intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department as determined by the University.*