



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title: Day Care Worker Aide
Jurisdictional Class: Labor (Pending Jurisdictional Classification)
Civil Division: All Civil Divisions
Adoption: CSM 11/09/94
Revised: CSM 06/15/21

DISTINGUISHING FEATURES OF THE CLASS:

This position exists in the BOCES Day Care Center and the Cayuga Community College Day Care Center (under the jurisdiction of Cayuga County Employment & Training) and involves assisting in the conduct of recreational and educational activities to meet their social, emotional, and educational needs. The work is performed under the direct supervision of a Day Care Worker. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Sets up and breaks down specific program activities including arts and crafts, games, sports, reading sessions, films, and related activities;
Helps children remove their outer garments and getting dressed when needed;
Sets up play area for activities;
Aids in keeping room and play area orderly and clean;
Organizes and participates in games;
Reads to children;
Aids in supervising lunchtime activities;
Assists in serving meals and refreshments to children;
May assist in such tasks as preparing food and cleaning quarters;
Aids in assisting children in eating, resting and toileting.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Some knowledge of preschool childcare practices and techniques;
Assists in establishing good working relationships with young children;
Assists in maintaining order and discipline;
Ability to follow oral and written instructions.

MINIMUM QUALIFICATIONS:

None