



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

**JOB SPECIFICATION**

Civil Service Title:	<b>DAY CARE WORKER</b>
Jurisdictional Class:	Non-Competitive
Civil Division:	Cayuga-Onondaga BOCES
Adoption: CSM	9/20/90
Revised: CSM	1/8/03

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**DISTINGUISHING FEATURES OF THE CLASS:**

This position exists in the BOCES Day Care Center and involves responsibility for supervising young preschool children and for 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 Specialist. 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;  
Encourages children's participation in program activities, monitors their behavior, and provides assistance where necessary;  
Maintains order and discipline in the Center and on outings;  
Aids in keeping room and play area orderly and clean;  
Maintains attendance and child progress records;  
Responds to parents' questions on child's behavior, program activities, and schedules;  
Sets up play area for activities;  
Refers problems to supervisor as needed;  
Aids Day Care Specialist in all phases of operations, including program orientation, supervision, and the pick-up at the end of the day;  
Carries out self-initiated activities, such as reading of books, with the approval of the Child Care Specialist;  
Notifies supervisor of children's progress or unusual activity;  
Participates in parent conferences and in the volunteer workshops;  
Discusses behavioral or developmental problems with the Day Care Specialist before speaking to parents;  
Aids Child Care Specialist in assuring that rooms are adequately supervised;  
Participates in a pre-service day with teachers to set up and coordinate Center plans for the year;  
Aids in supervising lunchtime activities;  
Attends staff conferences and in-service training.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:**

Good knowledge of preschool childcare practices and techniques;  
Working knowledge of basic first aid;  
Ability to establish good working relationships with young children;  
Ability to maintain order and discipline;  
Ability to follow oral and written instructions;  
Ability to maintain simple records;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

(A) Graduation from high school or possession of a New York State equivalency diploma.

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