

ST HELENS SD 502

Childcare Provider (2025-017)

JOB POSTING

Job Details

Posting ID

2025-017

Title

Childcare Provider

Description

THIS IS A POSITION FOR THE 2025-2026 SCHOOL YEAR.

Interviews will tentatively be held on 6/2/2025

JOB SUMMARY

To work with preschoolers and their parents. To provide a positive role model and demonstrate knowledge in developmentally appropriate practices, lesson planning, and child care.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Plan, implement and supervise the program of activities.
2. Ensure appropriateness of program activities according to age, interests and developmental level of the children.
3. Be authorized, able and available to correct deficiencies that might be an immediate threat to children's health and safety.
4. Demonstrate appropriate record keeping and documentation skills.
5. Responsible for a designated group of children.
6. Communicate effectively with parents.
7. Monitor child safety at all times.
8. Follow all procedures and guidelines set up by the center and the school district.

SUPERVISORY RESPONSIBILITIES

1. Students working in the center.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Must be 18 or older with a high school diploma or GED.
2. Must have a background and/or training in child care, knowledge of child development or early childhood education by meeting one of the education qualification requirements listed below:

(a) Bachelor's degree from college or university with a major in Early childhood education or child development

(b) AA/AS degree from a college with a major in Early childhood education or child development

(c) Have a one-year state or nationally recognized credential related to preschool Completion of 20 credits (semester system) or 30 credits (quarter system) of

training at a college or university in Early childhood education or child development 3. Must have at least one year of "qualifying teaching experience" in a certified child care center or comparable group care center. "Qualifying Teaching Experience" One year of experience is defined as 1500 hours gained with a group of children of the same age in at least 3 hour blocks, within a 36 month period. There is no time limit on experience as long as it can be documented. The definition of "same age group" is infant and toddlers combined.

4. Willingness to work under the direction of the Director of Early Learning and building principal.
5. Record keeping and housekeeping skills.
6. Willingness to learn new job related skills.
7. Have competence, sound judgment and self-control when working with children, students and adults.
8. Be mentally, physically and emotionally capable of performing assigned duties related to child care.
9. Maintain a First Aid, CPR, Food Handler's card and be enrolled in the Criminal History Registry.
10. Must be willing to complete 2 hours of training in Child Abuse and Neglect issues.
11. Willingness to participate in at least 24 clock hours of training or education related to child care yearly as outlined in the state certification guidelines. 8 of which must be related to Child Development.
12. Must be willing to complete annual training required by the School District.
13. Ability to follow oral and written instructions.
14. Ability to locate materials for instruction.
15. Basic understanding of math and language skills

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical requirements which may include:

1. In an eight hour day the employee may:
2. Stand/sit/walk 1 - 8 hours
3. Bend, kneel, squat, twist 1 - 4 hours
4. Employee may need to occasionally:
5. Push and pull or both
6. Lift up to a 50 pounds
7. Listen to loud noises

SALARY

As negotiated in the OSEA agreement.

EVALUATION

In accordance with negotiated OSEA agreement and district policy.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Shift Type	Full Time	Salary Range	\$16.22 to \$20.20
Salary Code	Hourly	Job Category	Classified
External Job Application	Preschool Promise	Internal Job Application	District Internal Candidate Application
Location	Lewis & Clark Elementary	Posting Status	Active
Minimum Qualifications Screening	High School Diploma/GED		

Job Application Timeframes

Internal Start Date	05/19/2025	General Start Date	05/19/2025
Internal End Date		General End Date	

Job Pools

Pool Name	Quantity	Requisition ID	Requisition Title
TEMP position - McCoy, Matthew	1		

Alternate Job Contact

Name	Dani Boylan	Title	Early Childhood Director
Location	St. Helens High School	Phone	
Email	danib@sthelens.k12.or.us		

References

Automatically Send Reference Check	Yes	Reference Check Form	Classified Survey
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