

Orangeburg County

Title: Child Development Worker

Class Code: O002

FT

PT

Exempt

Non-Exempt



Its a great day in...

**ORANGEBURG
COUNTY**

We are here to serve you!

General Description

The purpose of this job is to assist groups of children with daily activities that may include completing homework, physical activities, academic development, arts, and crafts and providing balanced meals and snacks.

This class works under close to general supervision according to set procedures but determines how or when to complete tasks.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions related to the type of work of the position as necessary.

- Supervise children attending the program.
- Plan and develop educational and recreational program.
- Promote safety and respect amongst all participants.
- Ensure a friendly and supportive atmosphere is maintained.
- Ensure proper sign in/sign out procedures are followed.
- Cleaning and tidying of the Classroom and ensuring the safe storage of equipment.
- Provides educational instruction.
- Communicates with parents daily.
- Teaches the students social skills.
- Performs administrative functions such as attendance records, tracking sheet, and designing bulletin boards.
- Performs related work as assigned.
- Performs other duties and related work as instructed and assigned.

Minimum Education and Experience Requirements:

Requires High School graduation or GED equivalent.

Requires two (2) years of experience working in child development, pre-school, education, or sports; or an equivalent combination of education, training and experience that provides the required knowledge, skills, and abilities.

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Physical Demands:

Performs light to medium work that involves walking or standing virtually all of the time and also involves exerting between 20 and 50 pounds of force on a regular and recurring basis or considerable skill, adeptness and speed in the use of the fingers, hands or limbs in tasks involving close tolerances or limits of accuracy.

Unavoidable Hazards (Work Environment):

- None.

Special Certifications and Licenses:

- None.

Americans with Disabilities Act Compliance

Orangeburg County is an Equal Opportunity Employer. ADA requires Orangeburg County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

I have read the above duties associated with the position of Child Development Worker, I understand this job description is not all-inclusive, and I may be asked to perform additional duties. I understand I will be evaluated on my knowledge and understanding of the duties and task listed in this document. The position I hold with The County of Orangeburg is an at-will position, which means, either the County of Orangeburg, or I, may terminate employment, with or without notice, and with or without cause.

Print Employee Name

Date

Employee Signature

Date

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