

<b>Position/Title:</b>	<b>Child Center Assistant Group Supervisor</b>	<b>Date:</b>	<b>04/11/2012</b>
<b>Reports to:</b>	<b>Child Center Director</b>	<b>Approved by:</b>	Peter A. Largey

**Responsibility and Authority** (Basic function of the position, line and functional responsibilities and authority interfaces with subordinate and/or suppliers and customers):

1. Assisting in the implementation of daily activities under the guidance of the Group Supervisor.
2. Coordinating daily activities and supervising Aides in the absence of the Group Supervisor.
3. Operating small and large kitchen appliances.
4. Preparing meals; pre-rinsing/washing/rinsing dishes/ disinfecting/cleaning all kitchen areas when needed.
5. Operating washer and dryer; sorting/folding bed linens and children’s clothes when needed.
6. Driving Elcam car/van when needed.
7. Using Microsoft Word to create, edit, and print out documents for use with parents and their children.
8. Participating in fine motor activities and gross motor activities (which include indoor and outdoor sports participation) with children.
9. Responsible for general housekeeping and maintenance of all Child Center areas.
10. Must adhere to and follow all company policies, procedures, and safety standards.

**Qualifications and Experience Requirements** (Minimum qualifications and experience necessary to meet the responsibilities, and authority level, of this position):

1. Must be 18 years of age prior to start date.
2. Must have valid driver’s license.
3. A high school diploma or a general educational development certificate and 30 credit hours from an accredited college or university in early childhood education, child development, special education, elementary education or the human service field **OR** a high school diploma or a general educational development certificate, including 600 or more hours of secondary training described in 55Pa Code § 3270.13 (relating to age and training) **OR** A high school diploma or a general educational development certificate, 15 credit hours from an accredited college or university in early childhood education, child development, special education, elementary education or the human services field and 1 year of experience with children **OR** a high school diploma or a general education development certificate and completion of a post-secondary training curriculum described in § 3270.31 (c) **OR** a high school diploma or a general educational development certificate and 2 years experience with children.
4. Must have state required clearances within last 12 months prior to start date include: PA Child Abuse Clearance; PA Criminal History Clearance; FBI Clearance.
5. Must have physical examination within last 12 months which indicates suitable for employment.
6. Must have First Aid Certification (training available before start date).
7. Must have two (2) written non-family references.
8. Must be able to meet physical demands of attached physical demands job assessment for Child Center Employees.

**Stand-by Arrangement**

Individual who meets qualifications of Assistant Group Supervisor.

**Employee Acknowledgement:** I acknowledge receipt of this job description and I understand my position responsibility and authorities

<i>Signature of employee:</i>	<i>Date:</i> /        /
	QSF 6.2.2D Issue Date: 06/06/02 Rev. Date: 06/06/02 Rev. 01

CONTINUED FROM FRONT

NOTE: In terms of an 8 hour work day, "occasionally" equals 1% to 33% (defined as 1 time every 15 to 30 minutes); "frequently" equals 34% to 64% (defined as 1 time every 3 to 5 minutes); "continuously" equals 67% to 100% (defined as 1 time every 3 to 5 seconds).

1) In an 8 hour work day, employee can: (Circle full capacity for each activity).

A. Sit	Less than 1	1 - 2	3 - 4	5 - 6	<u>7 - 8</u>	(hrs.)
B. Stand	Less than 1	1 - 2	3 - 4	5 - 6	7 - 8	(hrs.)
C. Walk	Less than 1	<u>1 - 2</u>	3 - 4	5 - 6	7 - 8	(hrs.)

Seldom   Occasionally   Frequently   Continuously                      Seldom   Occasionally   Frequently   Continuously

2) Employee is able to:

A. Bend/Stoop	_____	_____	<input checked="" type="checkbox"/>	_____	F. Crouch	_____	_____	<input checked="" type="checkbox"/>	_____
B. Squat	_____	_____	<input checked="" type="checkbox"/>	_____	G. Kneel	_____	<input checked="" type="checkbox"/>	_____	_____
C. Crawl	_____	_____	<input checked="" type="checkbox"/>	_____	H. Balance	_____	_____	<input checked="" type="checkbox"/>	_____
D. Climb	_____	<input checked="" type="checkbox"/>	_____	_____	I. Push / Pull	_____	_____	<input checked="" type="checkbox"/>	_____
E. Reach Above Shoulder Level	_____	<input checked="" type="checkbox"/>	_____	_____					

Never   Occasionally   Frequently   Continuously                      Never   Occasionally   Frequently   Continuously

3) Employee Can Carry:

Up to 10 lbs.	_____	_____	<input checked="" type="checkbox"/>	_____
11 to 24 lbs.	_____	_____	<input checked="" type="checkbox"/>	_____
25 to 34 lbs.	_____	<input checked="" type="checkbox"/>	_____	_____
35 to 50 lbs.	_____	<input checked="" type="checkbox"/>	_____	_____
51 to 74 lbs.	_____	<input checked="" type="checkbox"/>	_____	_____
75 to 100 lbs.	<input checked="" type="checkbox"/>	_____	_____	_____

4) Employee Can Lift: (Floor to Waist)

Up to 10 lbs.	_____	_____	<input checked="" type="checkbox"/>	_____
11 to 24 lbs.	_____	_____	<input checked="" type="checkbox"/>	_____
25 to 34 lbs.	_____	<input checked="" type="checkbox"/>	_____	_____
35 to 50 lbs.	_____	<input checked="" type="checkbox"/>	_____	_____
51 to 74 lbs.	<input checked="" type="checkbox"/>	_____	_____	_____
75 to 100 lbs.	<input checked="" type="checkbox"/>	_____	_____	_____

5) Employee Can Lift: (Waist to Shoulder)

Up to 10 lbs.	_____	_____	<input checked="" type="checkbox"/>	_____
11 to 24 lbs.	_____	_____	<input checked="" type="checkbox"/>	_____
25 to 34 lbs.	_____	<input checked="" type="checkbox"/>	_____	_____
35 to 50 lbs.	_____	<input checked="" type="checkbox"/>	_____	_____
51 to 74 lbs.	<input checked="" type="checkbox"/>	_____	_____	_____
75 to 100 lbs.	<input checked="" type="checkbox"/>	_____	_____	_____

6) Employee Can Lift: (Shoulder to Overhead)

Up to 10 lbs.	_____	_____	<input checked="" type="checkbox"/>	_____
11 to 24 lbs.	_____	<input checked="" type="checkbox"/>	_____	_____
25 to 34 lbs.	_____	<input checked="" type="checkbox"/>	_____	_____
35 to 50 lbs.	_____	<input checked="" type="checkbox"/>	_____	_____
51 to 74 lbs.	<input checked="" type="checkbox"/>	_____	_____	_____
75 to 100 lbs.	<input checked="" type="checkbox"/>	_____	_____	_____

7) Employee uses feet for repetitive motion:

Right:  Yes   No   Left:  Yes   No   Both:  Yes   No

9) Employee uses head and neck in:

Static Position      Frequent Flexing      Frequent Rotating  
 Yes   No       Yes   No       Yes   No

8) Employee uses hands for repetitive action such as:

Simple Grasping      Firm Grasping      Fine Manipulation

A. Right    Yes   No       Yes   No       Yes   No  
 B. Left     Yes   No       Yes   No       Yes   No

\*\* Static Position 20 degrees to 30 degrees Forward Flexion