

Care Associate

Company Description

Kid-Tastic is a growing program in early childhood education and we're looking to expand our team to support our mission and satisfy the emerging needs of families in our communities.

Our employment standards have been developed to support the overall success of this program. We firmly believe in the power of diversity and creativity, and have garnered a culture based around compassion, understanding and a love for helping families. Our employees are successful through gaining; quality education, meaningful experiences, financial stability and praise. We encourage employees to exemplify pride and accept a sense of ownership in their role and for this reason and many others, our team continues to excel as the company continues to grow.

Care Associate

We are now seeking a qualified candidate to fulfill a full-time position as a Care Associate. Care Associates play vital roles in our daily success. They support the classrooms and ensure full compliance by maintaining safe and thriving environments for children. This position is not required to be stationary, allowing this person to work in many areas within the program. Vital responsibilities include lending teacher support daily, facilitating child engagement, upholding safety standards and offering valuable customer courtesy. Any candidate applying must be able to keep up with a high paced environment and receive direction. Successful candidates will be mass producers and able to multi-task efficiently. This role reports directly to the Lead Teachers, Operations Manager and Staff Supervisors.

This individual should have the following skills and qualifications:

*Must meet all State of Wisconsin certification requirements:

- Introduction to Child Care Profession
- Fundamentals of Infant & Toddler Care/EC1
- Skills and Strategies for the Child Care Teacher/ EC2
- CPR and/or AED
- Pass both State & Federal Background checks
- Must be 18yrs or older

*Experience

- Registry Level 1-5 (Active and up-to date)
- Years of experience: 0 - 2 yrs (Entry Level)
- 2- Professional references (verified)

**Candidates MUST:

- Share a love for children and believe in the power of early childhood education
- Have an interest in moving forward in early care and open to more responsibility
- Be eager to learn and willing to progress quickly
- Be present for all new hire training and pass the exit exam
- Have the ability to take initiative to complete daily responsibilities, with little oversight

- Keep thorough and effective communication with all team members
- Be reliable, trustworthy, patient and understanding
- Be familiar with songs, games and transitions that can be applied daily
- Have the ability to thrive in a fast pace environment
- Have an ability to quickly learn changes to routines, new systems, and adjust accordingly
- Be responsible and able to manage own daily tasks
- Be open to working with children and families with unique abilities
- Be mentally and physically able to care for young children
- Be knowledgeable of how to use email, copy machines, internet and applications
- Be familiar with how to use Microsoft Word, Microsoft Powerpoint, Microsoft Excel and Office
- Be attentive and alert to avoid incident or injury to children
- Be willing to dedicate one day per month to staff meetings
- Attend all mandatory meetings and training sessions
- Be able to lift 20-30lbs
- Able to sit on the floor, run and jump

****Responsibilities include:**

- Supporting classroom leads with day-to-day routines and activities
- Work closely with classroom lead to enhance daily functionality
- Diaper changing, temperature readings and health checks
- Building lasting impressions and trust amongst all children enrolled in the center
- Assist with daily cleaning and sanitization
- Maintain thorough records for attendance and daily tracking
- Establish a professional relationship with children and families
- Maintain superb customer courtesy
- Uphold all safety and accreditation standards
- Daily use of management software and other computer tools for completing the necessary tasks.
- Mandated reporting
- Maintain professionalism at all times, especially amongst peers

****Other responsibilities:**

- Acknowledge and comply with How to Prevent SIDS and SBS
- Communicate with parents via phone, memo, email, etc
- Open and close of the classrooms daily
- Tracking and recording daily attendance of combined classrooms
- Reviewing child forms for dates and accuracy
- Administer medication with proper authorization
- Log Incidents and injuries



JOB DESCRIPTION

- Prepare/distribute snacks and meals
- Manage daily tasks and established routines
- Organize activities, supplies and curriculums
- Update and prepare parent boards, teacher boards, birthday boards, etc.
- Ability to engage children in pre-planned activities, follow lesson plans and activities
- Meet frequently with leadership to share experiences and ideas that will aid in maintaining better functionality
- Maintain proper sanitization and cleanliness throughout the center
- Participate in Continuing Education & Training

****Additional Information:** Experience with lesson planning is a major plus but not required.

****Position offers:**

Hourly: \$8.50-\$12.00/hr

Schedule: 8:30AM-5:30PM Monday thru Friday (35-40 hrs/wk)

Benefits include: Medical, Dental, 401k, PTO/Vacation and Annual Bonus

Additional: Short-term/long term absence, accident coverage and maternity leave