



Child Care Instructor (Part Time)
Job Description

FUNCTION

To care for and work with children with intellectual and developmental disabilities (I/DD) to provide a safe and caring after-school and summer program environment and to provide learning, recreational, and socialization time for our child participants at The Arc.

IMMEDIATE SUPERVISOR

Director of Child Care Services and Lead Child Care Staff Person at the relevant child care site

QUALIFICATIONS

Minimum of high school diploma (or equivalent) and 18 years of age. College hours in education, child development, psychology, or related field is desirable. Experience working with children with intellectual or other developmental disabilities is preferred. Must have good verbal and written communication skills. Must have the ability to assist children with daily personal care needs. Must be able to work harmoniously with others to encourage and enhance the team process.

All selected applicants for child care positions must pass a criminal background check and be fingerprinted in accordance with Texas child care licensing standards

PAY: 9.50 per hour

DUTIES & RESPONSIBILITIES

- Provide learning opportunities to the children in their care
- Provide accurate and timely documentation of care, noting the status of each individual's progress in the program.
- Receive staff training as required by child care licensing standards and The Arc of San Antonio
- Display good judgment and self control with the children in your classroom
- Work to implement activity plans and curriculum provided for The Arc's child care classrooms
- Supervise children on occasional field trips outside of the Arc's child care center
- Ensure that classroom schedule is followed according to Arc standards
- Modify activities based on each participants needs
- Appropriately utilize available materials, supplies, and technology to actively engage participants.

- Immediately report to supervisor any suspicion of abuse of a child
- Document unusual occurrences to facilitate adequate, thorough information sharing with the supervisor and parents or guardians (such as seizures, maladaptive behaviors, incidents/accidents, etc.)
- Periodically provide information to the director regarding the status of each child.
- Provide information to the director regarding significant and routine occurrences to ensure continuity and integration of services.
- Maintain confidentiality of information pertaining to the children in the program.
- Assist children with personal hygiene and toileting needs as necessary.
- Ensure the environment is maintained in a clean, safe manner.
- Approach each child in a manner that allows him/her to maintain his/her self-respect and dignity.

-Provide services in accordance with child care licensing standards of the Texas Department of Family & Protective Services