



Seneca County
Personnel Department

Tel: 315-539-1710
Fax: 315-539-1658

1 DI PRONIO DRIVE
WATERLOO, NEW YORK 13165

TO: ALL APPLICANTS APPLYING FOR **DAY CARE WORKER (PT)**

FROM: SENECA COUNTY PERSONNEL DEPARTMENT

SUBJECT: APPLICANT INFORMATION AND JOB DESCRIPTION

Please be advised that we are accepting applications for this title on a continuous basis. . On the application's "General Information" tab you will be asked "Please indicate the municipality (Town, Village, School or Seneca County) that you wish your application to be sent, if applicable".

Please any of the following as your response:

- Romulus Central School District (RCSD)
- South Seneca Central School District or (SSCSD)

PLEASE NOTE: Applying for this title does not necessarily mean that there is a current opening at this time; however, your application will be forwarded to the jurisdiction(s) that you have indicated for future vacancies. The position for which you are applying is in a school district. Please contact the school district for availability and salary information.

RESIDENCY: Candidates must have been legal residents of Seneca County or one of the six contiguous counties for one month preceding the date of the written test. Preference in appointment may be given to successful candidates who have been legal residents of the municipality in which appointment is to be made for at least one month prior to the date of certification and are residents of such municipality at the time of appointment.

DISTINGUISHING FEATURES OF THE CLASS:

This position exists in a school district and involves supervision of school age children and for assisting in the conduct of recreational and educational activities in before/after school programs. The work is performed under the direct supervision of a Day Care Leader. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only):

Assists the Day Care Leader in the following activities: Setting up and breaking down specific program activities including arts and crafts, games, sports, reading sessions, films and related activities; Supervision of children during daily activities; Keeping play area orderly and clean; Setting up play area for activities; Monitoring of attendance; Maintaining communication with parents.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Ability to establish good working relationships with school age children; ability to maintain order and discipline; ability to follow oral and written instructions; ability to maintain simple records; physical condition commensurate with the demands of the position.

A. MINIMUM QUALIFICATIONS: None