

POSITION	CHILD CARE AIDE [Part-Time/ Benefitted]
APPLY BY	Position Open Until Filled
HIRE DATE	To Be Determined Upon Hire
DIVISION	Child Care Center
CLASSIFICATION	Non-Exempt (hourly)
POSTING DATE	February 11, 2026

SUMMARY

The Child Care Lab Assistant will provide standard services to children in the childcare center. Responsibilities will include conducting activities for children, tasks to maintain child hygiene, feeding children, preparing billing as needed and preparing forms required to maintain child center licenses. The position would be approximately 20 hours/week with pro-rated benefits.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE

- Conducts activities for children to foster their physical and developmental needs; duties may involve selecting age-appropriate activities, providing guidance, and other nurturing activities.
- Prepares and maintains a variety of records related to operational and/or client/childcare activities to ensure licensing requirements are met and to increase operational efficiency; duties may include, but are not limited to, preparing and maintaining student forms, preparing weekly bills, and coordinating with parents.
- Provides physical care for children as appropriate.
- Monitor early childhood work study students assigned to center.
- Other duties as assigned.

TRAINING, EXPERIENCE AND SKILLS

- Child Care Services degree or higher required with 2 years of related experience.
- The following trainings/licenses are required:
 - Foundations to Early Childhood class
 - CPR & First Aid Training
 - Sudden Infant Death Syndrome & Shaken Baby Training
 - Child Abuse and Neglect Training
- Additional required trainings/licenses which can be obtained after hire:
 - Wisconsin Model Early Learning Standard Training
 - Registry of Wisconsin Certificate
 - SEFEL Training
 - Infant/Toddler Credentials
 - Bloodborne Pathogens Training

KNOWLEDGE

- Child development principles and practices
- Early childhood education principles and practices
- Cleaning and sanitation methods
- Applicable Federal, State, and local laws, rules, regulations, codes, and/or statutes
- Billing principles.
- Ability to work effectively in a team-based, quality environment.
- Computer knowledge of Microsoft Office, email, and internet

SKILLS

- Monitoring children in a childcare setting
- Observing facilities for potential safety hazards
- Cleaning and sanitizing rooms, furniture, and toys.
- Applying first aid
- Utilizing communication and interpersonal skills applied to interaction with coworkers, supervisor, the general public, and others sufficient to exchange or convey information.

APPLICATIONS

Internal and External applicants complete and submit the online employment application at www.swtc.edu/jobsatswtc

For questions regarding the application process please email Human Resources at humanresources@swtc.edu or **608.822.2314**.

If you need an accommodation, call 608.822.2632 (tdd: 608.822.2072) or email disabilityservices@swtc.edu

WAGE: Band A12 \$19.56-\$22.87

PRO-RATED BENEFITS/SERVICES

Our comprehensive benefit package includes the following and much more:

- Health Insurance
- Dental Insurance
- Life Insurance
- Long-Term Disability
- Health Savings Account
- Health Club Access
- Wisconsin Retirement System Contribution
- On-campus day care (hourly rate charge)

SELECTION PROCESS

The Review Committee will screen applicants and contact them for an interview. Meeting the minimum qualifications does not assure the candidate an interview. Final candidate's employment offer will be subject to completion of a BID criminal background check and pre-employment drug screening.

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