



TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
CHILD CARE ASSISTANT	CLASSIFIED	GRADE: E MONTHS:
BOARD POLICY REFERENCE: 1999 CLASSIFICATION STUDY		Board Approved: 4/00

JOB DESCRIPTION:

Under supervision, assist the Child Care Teacher in providing developmental care and supervision to children enrolled in the Child Care Program; model appropriate child care practices to Child Development lab students; and perform related work as required.

SCOPE:

The Child Care Assistant implements age appropriate development programs for children under the guidance of the Child Care Teacher; provides nurturing and care to children; uses methods to ensure the health and safety of children under care.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature.

1. Performs activities and routines as directed by Child Care Teacher.
2. Assists with caregiving to children such as feeding, changing diapers, and naps.
3. Participates in the planning and implementation of curriculum.
4. Records observations and communicates developmental information to teachers and parents.
5. Maintains clean and safe classroom environment.
6. Assists with supervision of student assistants.
7. Monitors children for signs of child abuse and reports incidents of suspected abuse to appropriate authorities.
8. May serve as contact with parents, communicating information between teachers and parents.
9. Answers phones and provides routine information.

EMPLOYMENT STANDARDS

ABILITY TO:

Present classroom materials; teach and work with preschool children; maintain accurate records; understand and follow oral and written communications; maintain cooperative working relationships; demonstrate sensitivity to, and respect for a diverse population.

KNOWLEDGE OF:

Early childhood development and appropriate practices; specific subject matter in area to which assigned; materials, tools and equipment to be used in the classroom or laboratory setting; skills in establishing and maintaining effective communications with adults and children.

MINIMUM QUALIFICATIONS:

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Graduation from high school and at least 6 semester units of Early Childhood Education coursework from an accredited school or college.

Experience:

Previous experience working in an educational setting preferred.

LICENSE OR CERTIFICATE:

Must possess proof of training and/or current certificates in CPR and First Aid.

SPECIAL REQUIREMENTS:

Must be able to perform physical activities such as, but not limited to, lifting children or heavy items (up to 50 lbs. unassisted), bending, standing, climbing or walking. Must be able to work safely in an environment containing biological conditions which may be unhealthful or hazardous (such as bodily fluids and waste, germs, childhood diseases). Must pass fingerprint clearance test for all appropriate agencies (such as FBI, Department of Justice, and Child Abuse Index Services).