



Santa Barbara County Education Office

4400 Cathedral Oaks Road, P.O. Box 6307, Santa Barbara, California 93160-6307
(805) 964-4711 • FAX: (805) 964-4712 • Direct Dial: 964-4710 plus extension

Service and Leadership • www.sbceo.org

ANNOUNCEMENT

CHILD CARE ASSISTANT

ON-CALL SUBSTITUTES

Santa Barbara County

SALARY:

\$9.36 per hour non-bilingual and \$9.77 per hour bilingual when applicable.

APPLY BY:

Accepting applications continuously. Apply to Classified Human Resources, Santa Barbara County Education Office, 4400 Cathedral Oaks Road (P. O. Box 6307), Santa Barbara, CA 93160-6307, (805)964-4711, extension 5212. Applicants must complete an application.

POSITIONS:

Provides direct care to infant-to-preschool aged children and assistance at a school site or child care facility. Implements innovative age appropriate child-centered, developmentally and appropriate activities, for infant to preschool aged child care programs that may include parenting education for student parents. While care is custodial in nature, incumbents are required to facilitate developmental activities and parenting instruction.

LOCATIONS:

Positions vary with hours in Child Development programs, located in Lompoc, Santa Barbara and Santa Maria.

QUALIFICATIONS:

Education and Experience

The position requires the equivalent of a high school diploma. Experience is preferred but not required working with students in a classroom or equivalent environment. Six credit hours of early childhood education curriculum is preferred.

REPRESENTATIVE DUTIES:

Assists teachers by caring for and providing positive play and developmental experiences for infants to preschool aged children. May assist with supervision and training of student parents and in the activities connected with an infant care center. Assists with organizing specific activities such as, but not limited to, reading stories, basic arts and crafts, individual and group play and games. Assists in maintaining order by observing and focusing the activities and behaviors of the children in group activities. Assists teachers by instructing parents in developmentally appropriate practices in areas such as nutrition, hygiene, parenting skills, and age appropriate child development. Instructs student parents in hygiene matters such as, but not limited to, cleaning and disinfecting cribs, furniture, and toys and other surfaces. Gives each parent and child individual and special attention each day. Responds to each child's particular needs and characteristics. Makes sure that children receive equal attention in all activities. Assist in preparing developmental profiles and lesson plans. Prepares and organizes materials for children's activities. Plans and alternates activities to meet children's needs. Provides personal hygiene assistance to children. Change diapers and assist with feeding of children. Reports any signs of illness or distress observed in children. Assists in dealing with the situation, as appropriate. Performs light housekeeping to maintain rooms in a sanitary, safe, and orderly manner. Performs other duties as assigned that support the overall objective of the position.

WORKING CONDITIONS:

Work is performed indoors and outdoors with minimal safety hazards, yet some exposure to communicable diseases. **Physical Abilities:** Requires the ability to perform indoors in an office and/or classroom environment engaged in work of primarily a sedentary to a moderately active nature. Requires near visual acuity to read and write printed materials and computer screens. Requires hearing and speech ability for ordinary and telephonic conversation, to speak to small groups, and to hear sound prompts from equipment. Requires the ability to move about classroom, and school grounds, and reach work materials. Requires sufficient manual and finger dexterity to demonstrate teaching aids, to point out important words/figures to students, and to operate personal computers. Requires the ability to lift, carry, push, and move students, supplies, furniture, etc., of light-to-medium weight (under 50 pounds) on an intermittent basis.

An Equal Opportunity/Affirmative Action/Title IX Employer and Tobacco Free Workplace

2008-2009-08

7/8/08

Revised August 1, 2008