

## CHILD CARE ASSISTANT

**Reports to:** Director, Child Development

**Division:** Child Development

### Our ideal candidate

You are a creative person with a basic knowledge of early childhood education who enjoys children and is eager to learn from them and staff. You are able to follow directions, work collaboratively with other staff, and communicate well orally and in writing with children and staff.

### General description

Provides direct care to infant-to-preschool aged children and assistance at a school site or child care facility. Implements innovative, age- and developmentally appropriate, child-centered 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.

### Specific duties and responsibilities

1. 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 (Cal-SAFE only).
2. 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 using positive behavior intervention strategies.
3. Assists teachers by instructing parents in developmentally appropriate practices in areas such as nutrition, hygiene, parenting skills, age-appropriate child development, and learning activities.
4. Instructs parents and volunteers in hygiene-related tasks such as, but not limited to, cleaning and disinfecting cribs, furniture, and toys and other surfaces.
5. Gives each parent and child individual and special attention each day. Responds to each child's particular needs and characteristics. Ensures that children receive equal attention in all activities. Assists in preparing developmental profiles and lesson plans.
6. Prepares and organizes materials for children's activities. Plans and alternates activities to meet children's needs.
7. Provides personal hygiene assistance to children, including changing diapers and assisting in sanitation and oral hygiene such as teeth brushing.
8. Reports any signs of illness or distress observed in children. Assists in dealing with the situation, as appropriate.

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9. Assists with feeding of children. Performs light housekeeping to maintain rooms in a sanitary, safe, and orderly manner.
10. Supports the children and teachers to prepare and maintain the outdoor classroom.
11. Helps maintain an esthetically pleasing environment by keeping it clean, organized, safe, and appropriately decorated.
12. Engages in activities that support the operation and administration of the child care and adult food program.
13. Performs other duties as assigned that support the overall objective of the position.

### Requirements

Education: Completion of 6 semester units (or 9 quarter units) of early childhood education (ECE) curriculum. Applicants who have completed a minimum of 3 semester units (6 quarter units) in ECE and can demonstrate current enrollment in required coursework that will be successfully completed prior to the end of the probationary period may compete in the examination process. .

Experience: Some paid or volunteer experience working with students in a classroom setting or equivalent environment.

### Knowledge of:

- principles and practices of child guidance
- goals and objectives of an infant, toddler and preschool-aged child care program in a school district environment
- learning exercises and approaches that are appropriate for parents
- needs and behavior of infant, toddler, and preschool-aged children
- proper sanitization and sterilization methods
- safe handling of cleaning materials and disinfectants.

### Ability to:

- understand and follow teacher's instructions
- interact effectively with children, parents, and staff
- understand the needs and differences of children
- reach and engage children in activities
- balance emotional support and discipline in dealing with behavior problems
- demonstrate sensitivity to parents' needs and approach.

### Physical Abilities

- perform outdoors or indoors in an office and/or classroom environment
- engage in work that is moderately active in nature

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- near visual acuity to read and write printed materials and computer screens
- hearing and speech ability for ordinary and telephonic conversation, to speak to small groups, and to hear sound prompts from equipment
- move about classroom and school grounds
- reach work materials
- sufficient manual and finger dexterity to demonstrate teaching aids, point out important words/figures to students, and operate personal computers
- lift, carry, push, and move students, supplies, furniture, etc. of light-to-medium weight (up to 50 pounds) on an occasional basis.

### Licenses and certificates

Requires a current First Aid and child/infant CPR certificate. May require a valid California driver's license and insurance coverage as required by law.

### Working conditions

Work is performed indoors and outdoors with minimal safety hazards, yet some exposure to communicable diseases.

### Salary range 53

### Series

Instructional

<i>Approved by the Personnel Commission:</i>	October 25, 2007
<i>Revised:</i>	December 17, 2015
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