



For the future of every student

CLASS TITLE: CHILD CARE ASSISTANT – CHILDREN’S CENTER

BASIC FUNCTION:

To assist teacher(s) and/or other classified staff in the supervision, and training of children or groups of children ages 0-5 by performing a variety of support activities. Employees in this classification receive direct supervision within a framework of well-defined policies and procedures. This job class provides responsible implementation of activities in support of the Child Care Center staff and requires a high degree of positive contact with children and classified staff.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES

Assists teacher and/or other classified staff in operating an extended day care program.

Assists in maintaining an orderly, attractive and safe Child Care Center environment.

Assists in the supervision of children at Child Care Center in classrooms, restrooms, on playgrounds, and on field trips.

Performs a variety of support functions as assigned; answers telephone and takes messages; makes calls to parents; assists in maintaining and filing student, instructional, and program records and materials; duplicates a variety of work papers, notes, etc.

Assists in organizing learning and play materials, equipment, and classroom; sets up materials for daily activities, maintains, issues, and/or distributes other materials and supplies; inventories and orders supplies and equipment; maintains neat and orderly areas.

Maintains playroom supplies and materials and guides children in their appropriate use.

Provides teacher(s) with information on children’s progress through observation, daily contact, and maintaining accurate progress records/logs.

Maintains and processes manual and/or computerized records and files related to classroom/program activities.

May translate assignments, materials, and instructions into primary language of assigned student(s).

May assist Center staff in communicating with non or limited English speaking families by interpreting phone calls, conferences, messages, etc.

OTHER DUTIES:

Performs related duties similar to the above in scope and function as required.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Basic arithmetical concepts.

Effective record-keeping practices and procedures.
Basic principals of child development, growth and learning.
Appropriate safety precautions and procedures.

ABILITY TO:

Demonstrate proficiency in reading, writing, and mathematics sufficient to obtain a passing score on a standardized proficiency test as designated by the District.
Learn the methods and procedures to be followed in a day care center.
Understand the needs of children and to effectively relate to these needs in a learning and social/play setting.
Effectively supervise assigned children in a variety of situations.
Establish and maintain a variety of records related to the activities and operations of assigned classroom/program.
Exercise tact, diplomacy and good judgment in dealing with children and parents.
Effectively communicate in both oral and written forms.
Operate standard office equipment including typewriter, computer terminal, calculator, and copier, etc.
Understand and follow both oral and written instructions.
Establish and maintain effective work relationships with others.
Demonstrate an understanding of diverse cultural backgrounds.
Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:

Possession of a High School Diploma or a GED

AND

Complete at least 48 semester units of study at an institution of higher education (college level)

OR

Obtained an associate's (or higher) degree

OR

Met (pass) an assessment that demonstrates knowledge of and the ability to assist in teaching reading, writing, and mathematics OR reading, writing, and mathematics readiness

AND

Complete at least three (3) units of course work in early Childhood Education.

LICENSES AND OTHER REQUIREMENTS:

Some positions in this class may be required to translate oral and written communications between English and a designated second language.

WORKING CONDITIONS:

ENVIRONMENT:

Child Care Center and Pre-K classroom and outdoor environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate standard office and classroom equipment.
Sitting on the floor or standing for extended periods of time.
Bending at the waist, kneeling or crouching to assist students.
Seeing to read a variety of materials and monitor student activities.
Hearing and speaking to exchange information.
Reaching overhead, above the shoulders and horizontally.
Lift and carry children or other objects weighing up to 50 pounds.
Play and supervise children during outdoor sports periods.

Approved by Personnel Commission:	06/18/2003
Revised:	09/17/2008
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