



For the future of every student

CLASS TITLE: CHILD CARE ASSISTANT

BASIC FUNCTION:

Under the direction of the Director-VNFL or other assigned supervisor, provide care and supervision to preschool-age children in a classroom environment; implement and oversee a variety of daily activities to meet the needs and interests of children.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Provide care and supervision to preschool-age children in a classroom environment; assist with the development and implementation of classroom activities; provide children with proper examples, emotional support, friendly attitude and general guidance.

Implement and oversee a variety of daily activities to meet the needs and interests of children; interact with children during game, outdoor, play, recreational, sports, and individual and group activities.

Observe and control behavior of children in the classroom according to approved procedures; monitor children during outdoor and playground activities; provide for the safety and well-being of children during child care activities.

Maintain child care environment in a safe, orderly and clean manner; assure the health and safety of children by following health and safety practices and procedures; clean tables, equipment and various other surfaces; pick up paper and other debris.

Prepare, distribute, set up and collect paper, supplies, toys, equipment and materials; set up and clean play areas before and after child care and playground activities as required.

Communicate with children in English and a designated second as assigned by the position; provide oral and written translation between parents, staff and others as required; translate notes, letters, messages, phone calls and other communications as needed.

Perform a variety of clerical duties such as preparing, typing and duplicating child care-related materials, activity plans, lists and other documents.

Assist children with personal hygiene; assist children with washing hands and faces after play times and meals as needed; change diapers and assist children with toileting as needed.

Operate a variety of office equipment including a copier, computer and assigned software.

Maintain various records related to children, attendance, daily activities and assigned duties.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Basic principles and practices of early childhood development.
Child guidance principles and practices.
Classroom procedures and appropriate child conduct.
Safe practices in classroom and playground activities.
Operation of standard office and classroom equipment.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Record-keeping techniques.

ABILITY TO:

Provide care and supervision to preschool-age children in a classroom environment.
Implement and oversee a variety of daily activities to meet the needs and interests of children.
Observe and control behavior of children in during classroom, outdoor and playground activities
Interact with children during game, outdoor, play, recreational, sports, and individual and group activities.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.
Maintain various records related to assigned activities.
Provide patient and sensitive care to children.
Understand and follow oral and written instructions.
Observe health and safety regulations.
Operate standard office and classroom equipment.
Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:

Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. Typically, this would be gained through: graduation from high school and some experience working with children in an organized setting.

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.
Valid First Aid and CPR certifications issued by an authorized agency. (Employees must fulfill certification requirement within six months of employment in a regular position.)

WORKING CONDITIONS:**ENVIRONMENT:**

Classroom and outdoor work environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate standard classroom equipment.
Sitting or standing for extended periods of time.
Bending at the waist, kneeling or crouching to assist children.
Seeing to read a variety of materials and monitor child activities.
Hearing and speaking to exchange information.
Lifting and carrying children as assigned by the position.

Revised:

08/17/2016