

CHILD CARE ASSISTANT

Purpose Statement

The job of Child Care Assistant was established for the purpose/s of under general supervision, providing recreational and educational activities for children at a child care center; and assisting in maintaining a clean and safe learning environment for children.

This job reports to Supervisor - Child Care

Essential Functions

- Assists in the supervision of students in various indoor activities for the purpose of providing a safe and positive learning environment.
- Assists the child care supervisor with age appropriate activities by working with individual or small groups of students (e.g. games, art, music, science, language, nutrition, playground, washing hands, etc.) for the purpose of presenting and/or reinforcing learning concepts and by caring for student's needs.
- Distributes instructional and/or play materials for the purpose of providing students with necessary items and assisting the child care supervisor in the classroom.
- Maintains program equipment and work areas (e.g. kitchen tools, appliances, etc.) for the purpose of ensuring availability of items and/or providing for a safe learning environment.
- Monitors children in various activities (e.g. test period, snack time, play activities indoor/outdoors, etc.) for the purpose of providing a safe and positive learning environment.
- Promotes good habits for the purpose of improving the quality of students outcome and encouraging student development.
- Provides positive role model for the purpose of modeling in childcare for at risk parents.
- Receives and delivers children directly from/to parents or authorized individuals for the purpose of ensuring safety of children and meeting the District requirements.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; preparing and maintaining accurate records; operating equipment used in classroom and kitchen; and operating standard office equipment using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: stages of child development; age appropriate activities; occupational hazards and standard safety practices necessary in the child care area; basic subjects taught in school; and positive reinforcement techniques.

ABILITY is required to schedule activities; collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; and working as part of a team.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 25% sitting, 25% walking, and 50% standing. The job is performed under conditions with exposure to risk of injury and/or illness.

Experience Job related experience is desired.

Education High School diploma or equivalent.

Equivalency None Specified

Required Testing

None Specified

Certificates & Licenses

CPR/AED First Aid Certificate within 30 days of hire

Continuing Educ. / Training

Maintain Certification as required

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Classified 41

I HAVE READ AND UNDERSTAND THE SCOPE OF THE JOB AND HOLD THE MINIMUM REQUIREMENTS:

Employee Name (Please Print): _____

Employee Signature: _____ Date: _____