



## Job Description

<b>Title: Child Development Assistant</b>	<b>FLSA Status:</b>	<b>Months: 10</b>
<b>Supervisor: Manager, Extended Student Services</b>	<b>Supervises:</b>	<b>Range: 6</b>
<b>Department: Extended Student Services</b>	<b>Bargaining Unit:</b>	<b>Approved:12/19/2019</b>

### JOB SUMMARY:

Under the direction of Manager, Extended Student Services, assist in the care and supervision of preschool and school-age children enrolled in the District's Extended Student Service child care program; assist with planning and implementing a variety of activities to meet the needs and interests of the children; ensure the cleanliness and safety of the facilities and child care environment; provide for the physical, emotional, social and intellectual needs of individual and small groups of children.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist in the care and supervision of preschool and school-age children enrolled in the District's Extended Student Service childcare program; respond to children's needs and issues in a patient, caring and sensitive manner; ensure daily activities provided to children in classroom and playground activities are delivered in a nurturing environment with emotional support, friendly attitude and caring guidance.
- Interact and supervise children during games, outdoor, play, recreational, sports, and individual and group activities; prepare, distribute, organize and collect supplies, toys, equipment and materials; set up and clean play areas before and after child care and playground activities as required; ensure safety and well-being of children during outdoor and classroom activities; observe and control the behavior of children in the classroom and in playground activities according to approved procedures.
- Read books to children as assigned; assist children with letter and word pronunciation and recognition; monitor children's needs and developmental progress; ensure educational activities meet the needs and interests of children; facilitate and enhance social, physical and developmental growth; assist with modifying child care activities in response to children's needs and progress.
- Assist and oversee children learning activities in various subjects such as art, music, language arts, reading and mathematics; provide assistance in the completion of homework assignments, in both English and a designated second language as needed; assist with language immersion activities as required.
- Assist with food preparation and the serving of meals and snacks; set up before and clean up after serving of snacks and meals; monitor food allergies; oversee and assist with naptime functions as assigned.
- Maintain child care environment in a safe, orderly and clean manner; ensure 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.
- Receive and record payments for childcare tuition; prepare and provide payment receipts; maintain various records related to children, attendance, daily activities and assigned duties.
- Perform a variety of clerical duties such as preparing, typing and duplicating child care-related materials, activity plans, lists and other documents; prepare injury reports; prepare behavior write-ups and emergency forms.
- Check children in and out on computer attendance system and utilizing sign-in sheets.
- Monitor and assess child health and well-being; assist children with personal hygiene; assist children with washing hands and faces after play times and meals as needed.
- Provide routine first aid and assist with the care of injured children; ensure the health and safety of children by following health and safety practices and procedures; to children according to established procedures as needed.
- Assist in opening and closing assigned classroom; attend staff meetings; recommend strategies for program enhancement.
- Operate a variety of office equipment including a copier, computer and assigned software.

**OTHER DUTIES:**

- Perform related duties as assigned.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Knowledge of:**

- Basic principles and practices of early child development including proper care and discipline.
- Child guidance principles and practices.
- Safe practices in classroom and playground activities.
- Basic instructional methods and techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Classroom procedures and appropriate student conduct.
- Operation of standard office and classroom equipment.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Basic record-keeping techniques.

**Skills/Ability to:**

- Assist in the care, supervision and learning activities of children enrolled in the ESS child care program.
- Assist with planning and implementing a variety of activities to meet the needs and interests of children.
- Assist in the preparation of instructional materials.
- Assist with eating and housekeeping activities as directed.
- Understand and follow oral and written directions.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Monitor, observe and report children behavior and progress according to approved policies and procedures.
- Operate standard office and classroom equipment.
- Observe health and safety regulations.
- Perform clerical duties related to classroom activities.
- Maintain records and files.

**Education and Experience:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:

- Graduation from high school or GED and,
- One-year experience working with children in a learning, child care or similar environment.

**Licenses, Certifications and other Requirements:**

- Valid First Aid and CPR Certification.
- Twelve hours or equivalent of course work in child development.

**WORKING CONDITIONS:****Work Environment:**

- Classroom and outdoor work environment.

**Physical Demands:**

- Dexterity of hands and fingers to operate standard office and classroom equipment.
- Sitting 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.

**Hazards:**

Child Development Assistant

- Potential for contact with blood and other body fluids.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.