



BRIEF DESCRIPTION OF POSITION

Under the direction of an assigned supervisor, assist in providing an infant/toddler development program in a safe and nurturing group setting; model effective, age-appropriate parenting and child care strategies to pregnant and parenting teens; work with school and community resources to address the needs of teen parents, their children and their families.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assist in the development and implementation of activities designed to promote healthy physical, intellectual, social and emotional development in infants and toddlers; supervise and interact with infants and toddlers engaged in indoor and outdoor activities such as walks, sand and water play, art, blocks, balls, story time and meals.
2. Provide for the physical and health needs of infants and toddlers by changing diapers and soiled clothing; assist toddlers with toilet training and hand washing; prepare nutritious foods and snacks; feed infants and assist toddlers to learn self-feeding skills; perform basic daily health screenings and provide feedback to parents.
3. Assist with nap and rest times; provide care and comfort to crying and/or tired children through activities such as holding, rocking, and soothing as needed.
4. Maintain state required health and safety standards in the child development centers by tasks such as pick up and store play materials after use; remove damaged items from play areas and report to supervisor; clean and disinfect high chairs, table tops, counters, and other equipment as needed; wash and disinfect dishes, utensils and used linens; sweep or wipe floors to remove spilled foods, drinks, and sand.
5. Maintain supplies for diapering/toileting, feeding, art, and other learning activities; restock as needed; report needs to supervisor when inventories are low.
6. Assist in keeping records and preparing reports related to program activities, such as attendance sheets, immunization records, emergency cards, schedules, developmental profiles and goals.
7. Support school policies and rules, encourage teens to abide by them; provide direction and supervision for teen volunteers and lab students as directed; communicate information to school administrators, program supervisor and co-workers; serve as a role model and resource for teens in areas of parenting skills and child care issues.
8. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Principles of infant/toddler development.
- State regulations and best practices for daily operation of child development center.
- Basic health and safety regulations and strategies for infants/toddlers.
- Record keeping techniques.
- Oral and written communication skills.
- Interpersonal skills reflecting patience, tact and courtesy.

ABILITY TO:

- Model positive parenting skills to teens.
- Provide information and direction to teens in a positive and supportive manner.
- Provide care and guidance to infants and toddlers.
- Learn, apply and explain rules, regulations and procedures of the Child Development Center.
- Establish and maintain cooperative working relationships with children, teens and staff.
- Bend and lift infants/toddlers, pick up toys, perform routine cleaning tasks.
- Assist with toileting, diapering, feeding and other general child-care duties.
- Prioritize the needs of crying and upset infants/toddlers and respond appropriately.
- Perform routine clerical and record keeping duties.

REQUIREMENTS

WORK YEAR:	10 Months
EDUCATION:	High school graduation or equivalent and Completed one of the following: 6 semester units in early childhood education or child development OR Accredited Home Economics & Related Occupations Program (HERO) OR Regional Occupation Program (ROP) in Child Development Related Occupation
EXPERIENCE:	At least six (6) months experience in a group day care setting, a portion including infant/toddler care.
AUTHORIZATION:	The Child Development Assistant Permit authorizes the holder to care for and assist in the development and instruction of children in a child care and development program under the supervision of a Child Development Permit (CDP) Associate Teacher, CDP Teacher, CDP Master Teacher, CDP Site Supervisor, or CDP Program Director, or holders of equivalent permits issued under previous regulations.
TERM AND RENEWAL:	The Child Development Assistant Permit is issued for five years and is renewable for successive five-year periods. Renewal requires completion of 105 hours of professional growth.
REQUIREMENTS:	Option 1: Completion of 6 college semester units of early childhood education or child development course work. Option 2: Completion of an accredited Home Economics and Related Occupations (HERO) or Regional Occupation Program (ROP) in Child Development Related Occupations.
SALARY:	Classified Salary Schedule: Range 7
BENEFITS:	Medical dental, vision and life insurance (employee contribution)

WORKING CONDITIONS

ENVIRONMENT:	Large, self-contained children's center environment-indoor and outdoor play areas, food preparation and eating area, rest room and sleeping area.
PHYSICAL ABILITIES:	Motor skills to lift and carry children and objects weighing up to 40 pounds. Stand for extended periods of time. Bend at the waist, kneel, crawl, and sit on the floor. Pull wagon or push 6 child baby-buggy. Assist with diapering, toileting, dressing and feeding infants/toddlers. Vision to supervise and assist infants/toddlers in indoor and outdoor activities.

	<p>Hearing/speaking skills to communicate with children, teens, staff and others.</p> <p>Should an applicant require reasonable accommodation, the Ventura County Office of Education will consider that upon request.</p>
HAZARDS:	<p>Stressful environment in childcare setting with crying children.</p> <p>Cleaning products/chemicals used for routine cleaning in the childcare center.</p> <p>Possible spills on kitchen floor during toddler meals.</p> <p>Potentially abusive and volatile teens in continuation-school type setting.</p>