BUENA PARK SCHOOL DISTRICT

CHILD CARE ASSOCIATE

DEFINITION:
Under general supervision, will independently assist in supervision and management of a group of children; to assist in the conduct of training and learning activities; to perform a variety of routine clerical and supportive activities, and do other related work as required.

EXAMPLES OF DUTIES:
Assist with the presentation of learning materials and activities; assists in shaping of appropriate social behaviors as to achieve effective participation in activities while maintaining an informal atmosphere; assist in the preparation of a variety of instructional materials and learning aids; maintains a variety of records, files, and information; performs routine first aid; assist in maintaining an orderly, attractive and positive environment. Other duties as required.

QUALIFICATIONS:
Knowledge of:
Basic concepts of child growth and development and developmental behavior characteristics; behavior management strategies and techniques; appropriate English usage, punctuation, spelling and grammar; basic arithmetical concepts; routine record storage, retrieval and management procedures.

Ability to:
Ability to perform essential functions of the job with or without reasonable accommodation; demonstrate an understanding, patient and receptive attitude toward elementary aged students; communicate effectively in oral and written form; perform routine clerical tasks and operate educational and office related machines and equipment; learn to utilize a variety of appropriate instructional materials and procedures in the enhancement of a positive educational environment; understand and carry out oral and written direction; establish and maintain cooperative working relationships with children and adults.

EXPERIENCE:
Equivalent to the completion of the twelfth grade, supplemented by training or course work in child growth and development, instructional technology, or a closely related field. Required to pass high school minimum competency test.

CERTIFICATE REQUIREMENT:
Must obtain within 30 days of employment a First Aid Certificate and CPR Certificate.
Must meet federal NCLB/ESEA requirements one of the following ways:
1. AA degree or higher from an institution of higher education.
2. A minimum of 48 semester units of course work at an institution of higher education.
3. Successful passage of the District's examination with a score of 70% or higher. The exam contains three sections: English/Language Arts, Math, and Ability to Assist.

Board Approved: September 13, 2010