

Position: Child Development Aide I /ASES Associate Aide I/Preschool Aide

School/Department: Child Development Program

Reports To: Program Supervisor and Director **Grade:** 8

Hours: For After School: Mondays/Fridays: 12:30-6:00 p.m.
Tues/Weds/Thursdays: 1:30-6:00 p.m.
For Preschool: 4.5 hrs per site 9:30-2:00pm (Times can vary slightly at different sites)

SUMMARY

Works in a classroom setting supporting Site Supervisors by providing instructional assistance to individual and/or small and large groups of students in Preschool or TK-5th grade. Provides clerical and other classroom support services to Site Supervisors. Child Development Associates must comply with State competency, Basic Skills Testing to qualify for the position.

NATURE AND SCOPE

Works under the general supervision of the Site Supervisor. May be required to work independently by supervising the classroom and students. Have a broad range of general level skills and knowledge in order to provide basic instruction, clerical services, and use classroom management techniques in small and large groups. Work is performed in a classroom and/or small and large group environments where there is moderate exposure to communicable diseases and hygiene needs of children.

DISTINGUISHING CHARACTERISTICS

This is an entry-level Child Development Aide/Associate Position, working with individual or small and large groups of the regular education student population.

Advancement to Child Development Associate Aide II requires 6 accredited semester units in early childhood education (ECE) or an A.A., BA Degree or its equivalent of 60 accredited semester units.

ESSENTIAL TYPES OF DUTIES (Examples)

- Child Development Aide/Associate I may assist the Site Supervisor with the presentation of learning materials and instructional exercises. Conducts lessons and other classroom activities. Prepares and presents learning materials to students and assists with various classroom projects. Cleans up after classroom projects.
- Follows a daily preschool or after school schedule that includes working with individual or small and large groups of students that includes essential program components of nutrition, homework support, enrichment lessons and daily physical activity.
- Observes and manages behavior of students according to approved procedures. Reports progress regarding students' performance and behavior. Evaluates student progress in a wide variety of skills.
- Assists in maintaining order among the children in the classroom and on the school grounds. Supervises students as assigned in the classroom, playground, cafeteria or at various school-wide activities such as field trips and assemblies.

- Monitors classroom activities and actively supervises students when the Child Development_Site Supervisor is absent from the room. Accompanies students going from one location to another and upholds behavioral procedures.
- Prioritizes tasks and exercises good time management and organizational skills.
- Prepares instructional materials for the classroom.
- Performs a variety of clerical duties such as preparing a weekly lesson plan, taking attendance, following attendance procedures and regulations.
- Assists students by providing proper examples, emotional support, a friendly attitude and general guidance. Assures the health and safety of students by following prescribed health and safety rules of the District.
- Assists the Child Development Site Supervisor in assessing programs and materials to meet the needs of the children. Collects and assembles learning materials, supplies, equipment and other resource materials.
- Prepares bulletin board materials and decorates the classroom. Maintains a neat, orderly and attractive learning environment. Sets-up and operates audiovisual equipment, computers, copying machines and other related equipment that the instructional program.
- Maintains proper supervision of outside spaces at recess, snack and P.E.
- For the Preschool Program, active, visual supervision for personal hygiene with oversight from the Child Development Site Supervisor when there is a need to assist per preschool regulations.

QUALIFICATIONS

Knowledge and Skills: Basic knowledge of child development principles and practices. Knowledge of the basic subjects taught in the District schools, including arithmetic, grammar, spelling, language and reading sufficient to assist students with individual or group studies. Strong communication skills to interact with students, teachers, parents and other faculty and staff. General knowledge of basic clerical and record keeping processes.

Abilities: Ability to perform the essential responsibilities and work tasks of the position. Demonstrated ability to understand and interpret Child Development Program instructions in order to instruct children. Ability to understand and be sensitive to the needs and differences of children with special needs and disabilities. Requires the ability to balance emotional support and exercise good judgement when dealing with behavioral problems. Can refer to Child Development Site Supervisor if extra support is needed. Ability to perform clerical and classroom support duties with minimum supervision. Ability to perform clerical and classroom support duties with minimal supervision.

Physical Abilities: Requires sufficient arm, hand, finger dexterity in order to operate keyboard, and other office equipment. Requires visual acuity to read words, numbers. Requires lifting of light to moderate objects on an occasional basis. Requires ambulatory ability to go to different locations. Requires the ability to take precautions against a nominal exposure to health and safety risks. Requires speaking and hearing to communicate in person or over the phone.

Experience and Training: Completion of High School or equivalent (GED) with additional training in education or a related field. Specific experience in working with children in a classroom or other organized setting is desired.

Rev: 3/9/21
Board Approved: 5/26/21