

Position: Child Development Associate Aide II: After School & Preschool

School/Department: Child Development Program

Reports To: Program Administrator **Grade:** 10

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 hours per site 9:30-2:00pm (Times can vary slightly at different sites)

SUMMARY

Works in a classroom setting supporting Site Supervisors by providing direct instruction to individual and small and large groups of students. Provides clerical and other classroom support services to the afterschool program. Implements classroom management techniques and supervises student behaviors in the classroom and on the playground. Arrange supplies, materials and equipment for student use. Child Development Associates must comply with State competency, Basic Skills Testing to qualify for the position.

NATURE AND SCOPE

Works under minimal supervision of the Child Development 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 or small group environment where there is moderate exposure to communicable disease and hygiene needs of young children.

DISTINGUISHING CHARACTERISTICS

This is the second level in the Child Development Associate Positions, working with individual and/or large and small groups of students.

Child Development Associate Aide II requires a minimum of 6 accredited semester units in early childhood education (ECE) or an A.A. degree or its equivalent of 60 accredited semester units.

ESSENTIAL TYPES OF DUTIES (Examples)

In the absence of the Child Development Site Supervisor the ASES Lead will assume the duties of the Site Supervisor

- Presents learning materials and instructional exercises to students. Conducts lessons and other classroom activities. Prepares for and assists with various program projects. Cleans up after classroom projects.
- Works with large and small groups of students. Gives homework support instructions to students in reading, writing, spelling, math or other subjects.

- Reports progress regarding students' performance and behavior to Site Supervisor. Evaluates student progress in a wide variety of skills.
- Maintains 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 upholds behavioral procedures.
- Performs a variety of clerical duties such as preparing a weekly lesson plan, taking attendance, following attendance procedures and regulations.
- Prioritizes tasks and exercises good time management and organizational skills.
- Prepares Instructional materials.
- Performs a variety of clerical duties such as preparing instructional materials, taking roll, maintaining attendance records (data entry), files and word processing classroom materials.
- 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 as needed.
- 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. Awareness of student assessment techniques and materials with skills necessary to interpret and evaluate results. 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 after school 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: Requires 6 accredited semester units in early childhood education (ECE) or an A.A. degree or its equivalent of 60 accredited semester units. Completion of High School or equivalent (GED) with additional training in Early Childhood Education or a related field. Specific experience in working with children in a classroom or other organized setting desired.