

WESTMINSTER SCHOOL DISTRICT CLASSIFICATION STATEMENT

TITLE: EARLY EDUCATION INFANT ASSISTANT

BASIC FUNCTION:

Persons employed in this classification work under the direction of and provide assistance to an Early Education Infant Instructor or other assigned supervisor in the care, training, and supervision of children between the ages of three (3) months and eighteen (18) months. This classification is assigned to a work schedule consistent with the needs of the Early Education Program, which may differ from the regular school district calendar and work schedule.

DISTINGUISHING CHARACTERISTICS:

The Early Education Infant Assistant is an entry-level position in the District's Early Education program. Positions in this class serve under the direction and provide assistance to an Early Education Infant Instructor or other designated supervisor.

REPRESENTATIVE DUTIES:

Provide assistance in planning and conducting an effective early education and care program to meet the physical, social, emotional and intellectual needs of children between the ages of three (3) months and eighteen (18) months. This is done based on California Department of Education's Infant and Toddler Learning and Development Foundations and the goals and philosophy of the Early Education Program.

Ensure that child care routines are carried out in a warm and nurturing manner that is prompt and consistent with good child development practices and principles. This includes routines related to diapering, hand washing, eating, and napping and adult-child interactions.

Ensure the safety of children through constant supervision, effective arrangement of space, proper maintenance of equipment, and regular practice of fire drills and other emergency procedures.

Assists in operation of the classroom in compliance with all child care licensing standards, including Education Code and district policies and procedures.

Assists in creation of an open, friendly, and cooperative atmosphere in which children and families feel comfortable and secure.

Assists in creation of experiences that promote the emergent development of individual children through two-way interactions and small group engagement activities.

Ensure that parents receive adequate information about their child's experiences from the Early Education Infant Instructor through daily oral and written communications.

Supports the maintenance of daily observational records designed to evaluate each individual infant and promote optimum development.

Promote and nurture parent-child bonding and relationships.

Greet infants and their parents warmly and with enthusiasm each morning.

Assists in providing individualized daily care to each infant, including but not limited to diapering every 2 hours, changing soiled clothing, and feeding on demand in a warm nurturing manner.

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Observe children to detect signs of illness, injury, abuse, neglect, emotional disturbance, or other special needs, and report these signs immediately to supervisors and child protective services (CPS).

Assists in writing observations for the Desired Results Developmental Profile assessment and help to assist in maintenance of records on each child's progress according to the child's age and development.

Provides first-aid and cares for ill or injured students, as necessary.

Work as a member of a team to ensure continuity and a high standard of quality in all classrooms in the center.

Attends conferences and in-service training programs as directed.

Performs clerical duties as assigned.

Performs other related duties as required or assigned.

ORGANIZATIONAL RELATIONSHIPS:

Supervision: Reports to and takes direction from an Early Education Infant Instructor or other designated supervisor.

Internal Contacts: Continuing contact with students, other school site personnel, as well as District Office personnel.

External Contacts: Continuing contacts with parents.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Infant care and development, and appropriate child development practices for special needs children.

California Department of Education Infant and Toddler Learning Foundations.

Child guidance principles and practices.

Oral and written communication skills.

Interpersonal relationship skills; using tact, patience, and courtesy.

Basic-record-keeping techniques.

ABILITY TO:

Have a warm and supportive attitude and disposition toward working with infants and their families.

Be reliable and flexible in receiving assignments or adapting to changes in the program.

Work effectively with individuals and groups of children.

Establish and maintain cooperative and effective working relationships with others.

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Communicate effectively both orally and in writing.

Understand and follow both oral and written directions.

Follow rules, regulations, policies and procedures, including the provisions of the Americans With Disabilities Act, the provisions of Title 22 of the California Social Services Department Regulations and Education Code related to the care and supervision on young children.

Maintains confidentiality and works with discretion.

Work effectively in a multi-ethnic setting, and be willing to work with students with special needs.

Maintain a classroom and/or other assigned area in a clean, orderly, and safe condition.

Assist children with personal needs.

Learn and administer first-aid and CPR techniques.

Work independently with minimal or no direction.

EDUCATION AND EXPERIENCE:

Applicants must have all of the following:

- (1) Graduation from high school;
- (2) Six college semester units in early childhood education which must include a 3-unit course in the care and education of infants;
- (3) An additional six college semester units in early childhood education within twelve months of employment;
- (4) At least six months of demonstrated experience working with children 3-months to 5 years of age;

Note: All course work must be completed with a “C” or better from a regionally accredited college. Early childhood courses must include childhood growth & development or human growth and development; child/family/community or child and family relations; and programs/curriculum.

LICENSES AND OTHER REQUIREMENTS:

The possession of or the securing of a valid First-Aid Certificate, or the completion of the Westminster School District basic first-aid training program, within thirty (30) days of employment in this classification.

The possession of or the securing of a valid CPR Certificate, or the completion of the Westminster School District CPR training program, within thirty (30) days of employment in this classification.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel, as well as being able to talk and hear. The employee frequently is required to sit and reach with hands and arms. The employee is often required to stand, walk, stoop, kneel, crouch and move rapidly. The employee must frequently lift and/or move items weighing up to 25 pounds and sometimes lift and/or move objects weighing up

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to 60 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

PREPARED BY: Classified Personnel Department

DATE: 4/30/19

APPROVED BY: Personnel Commission

DATE: 4/30/19

APPROVED BY: Board of Trustees

DATE: 6/6/19