



SAN JUAN UNIFIED SCHOOL DISTRICT
CLASSIFIED PERSONNEL

CLASS TITLE: Child Development Assistant – Infant/Toddler and Preschool CLASS CODE: 411
Child Development Assistant – School Age CLASS CODE: 960

CHARACTERISTICS OF THE CLASS:

Under direction, assists a certificated employee in planning and providing instruction in the classroom and playground that promotes social, mental, physical and emotional development of the children under their care; carries out effective child behavioral management practices; assists with maintaining a clean and safe environment for the children; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS:

These classifications are assigned to ECE Programs, including but not limited to Infant/Toddler, State Preschool, Head Start Preschool and School Age Discovery Club programs. Infant/Toddler and Preschool programs are licensed by the State and have specific course work requirements; School Age programs are not licensed and coursework requirements are desired, but not required.

EXAMPLES OF DUTIES: (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in the positions of this class).

Under direction, facilitates and guides children's learning, emotional growth, development and problem solving abilities as individuals, in small and large groups, in a variety of activities involving fundamental language development and literacy, number concepts, exploration of nature, arts and crafts, music and dramatic play, and recreational programs both in the classroom and on the playground; monitors classroom and playground activities to ensure the safety and wellbeing of students; assists individual children with daily assignments, remedial or makeup work; monitors or administers homework; assists children with clothing, possessions or personal care, self-help skills such as toileting, hand washing, feeding and tooth brushing; serves meals, snacks and drinks; assists with cleanup; organizes work areas and assembles learning materials, art supplies and study aids; places information in and maintains student folders, assists with enrollment and attendance information and records and children's assessments and progress reports; designs and prepares bulletin boards, displays, charts, games, and other teaching aids such as forms, work sheets and other instructional materials; files classroom materials; sets up, takes down, moves and rearranges classroom materials, rugs, furniture and outdoor areas to support classroom learning activities; may participate in field trips; attends appropriate staff meetings; may assign tasks and assist parent volunteers; may communicate information to parents; assists with or operates a variety of equipment such as computers, projectors, tape recorders or other learning machines; inventories classroom supplies and equipment.

QUALIFICATIONS:

Education and Experience:

For Infant/Toddler and Preschool positions: Previous experience working with infant/toddler children ages 0-3 and/or preschool children ages 3 – 5; higher education required including 12 units of ECE/Child Development coursework and must be able to apply for a Child Development Associate Teacher permit from the California Commission on Teacher Credentialing.

For School Age positions: Previous experience working with school-age children ages 5 – 12.
Higher education that includes completion of college units in Early Childhood Education desirable.

Knowledge, Skills, and Abilities:

- Skill in oral and written communication;
- Ability to successfully supervise children in games, play or group activities;
- Ability to read and understand teacher manuals and guides;
- Ability to follow oral and written instructions with a minimum of direction;
- Ability to give directions clearly;
- Ability to work independently and make minor decisions within the framework of established guidelines;
- Ability to adapt to individual needs of teachers and children and work with interruptions;
- Ability to work harmoniously with children and staff.
- Ability to meet schedules and timelines.
- Ability to learn and use technology and computer software applications as appropriate to the learning environment.
- Ability to understand and be sensitive to those of culturally and linguistically diverse backgrounds.
- Ability to successfully use positive reinforcement and assertive discipline practices.

WORKING CONDITIONS:

Work Environment:

Indoor classroom and outdoor playground environment; frequent interruptions; significant distractions; continuous contact with staff and the public; may drive a vehicle to conduct work.

Typical Physical Characteristics* (consideration will be given to reasonable accommodation):

Communicate to exchange information in person and on the telephone; inspect written materials with fine print; recognize documents and people; remain in a stationary position for extended periods of time; operate office equipment requiring repetitive hand movement and fine coordination including the use of a computer keyboard, fax machine, copy machine and scanner; move about the campus to conduct work; sufficient physical strength and mobility to drive a car, walk and run with students, and lift, restrain, and control children weighing up to 45 pounds, depending on needs of the program and children in the program; must be able to bend, squat and kneel throughout the day. * with or without the use of aids.

Other Characteristics:

In some programs, possession of, or willingness and ability to obtain a valid California Driver's License issued by the California Department of Motor Vehicles within 30 days of hire or before driving equipment/vehicle requiring this license, and willingness to drive.

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