

Position: Child Development Assistant	FLSA: Non-exempt
Department: Educational Services	Salary Grade: 12
Reports to: Coordinator of School Readiness/Designee	

OVERALL OBJECTIVE AND SUMMARY

Under the direction of an assigned supervisor, facilitates and guides children's learning and problem solving abilities as individuals and in small and large groups in a variety of activities involving fundamental language development and reading, number concepts, exploration of nature, arts and crafts, music and dramatic play, and recreational programs both in the classroom and on the playground. Provides a variety of instructional and/or clerical support to preschool teachers and/or a site supervisor. Support teachers by assisting in planning and providing of instructional support to students; assists preschool teachers and staff in development and use of materials to enhance student learning; carries out effective child behavioral management practices; performs related duties as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist a teacher in implementing lesson plans by providing positive learning experiences, including one-on-one tutoring outside regular teacher instructional time; large or small group instruction. May assist with classroom management, computer instruction and other instructional support.
- May administer and score formal and informal assessments. Assists in keeping appropriate records for teachers, which may include computerized grading systems.
- Confer, as needed, with teachers, and other personnel concerning programs and materials to meet student needs and regarding student achievement. Inform teacher of any pertinent information concerning students in assigned program.
- Prepare and maintain a variety of files and records for assigned program and students.
- Perform clerical support duties as required.
- Oversee individual or groups of students in activities, both inside and outside the classroom.
- Assist in the preparation and organization of instructional materials; follow prescribed learning activities according to teacher direction.
- Assist in maintaining a safe and orderly classroom.
- May assist students with certain hygiene functions including, but not limited to, toileting, diapering, clothing, washing and feeding.
- Organizes work areas and assembles learning materials, art supplies and materials.
- Sets up and takes down, moves and rearranges classroom furniture, materials and rugs.
- Assists with maintaining a clean and sanitized learning and eating environment, per licensing standards.
- Assist in the daily communication with parents, children and community regarding student needs in relation to the program.

- May prepare and serve snacks.
- Participate in appropriate meetings with teachers and other designated staff to discuss issues or concerns.
- Performs other duties as assigned that support the overall objective of the position.
- Follow and support applicable regulations and licensing requirements.

QUALIFICATIONS

Knowledge of:

- Basic reading, writing, math and communication skills in order to assist students with academics.
- An understanding of early childhood development and preschool programs.
- Analytical and assessment skills.
- Assessments to document student progress are required.
- Record keeping, clerical and computer skills.
- School and classroom rules, policies, procedures, and student behavior management techniques.
- Safe practices used in classroom activities.
- May assist students with certain hygiene functions including, but not limited to, toileting, diapering, and feeding.
- Interpersonal skills using tact, patience, and courtesy.

Ability to:

- Understand District and school site organization, operations, and objectives.
- Assist teaching staff with implementation of instructional goals and activities.
- Interact with teachers, parents and specialists in order to carry out assigned duties as directed by supervisor.
- Assist in providing support to individuals and small or whole groups of students, both inside and outside of the classroom.
- Ability to read and understand teacher manuals and guides.
- Ability to print and write legibly.
- Produce routine written program reports and correspondence.
- Understand and follow both oral and written directions.
- Effectively communicate with teachers and students in both formal and informal settings.
- Establish and maintain cooperative and effective working relationships with others.
- Work with discretion and maintain confidentiality.
- Manage student behavior according to approved policies, practices and procedures.
- Ability to successfully supervise children in games, play or group activities.
- Operate instructional and office equipment, including computers, copiers, and audio-visual equipment.
- Use tact, patience, and courtesy with students and adults.
- Ability to give directions clearly.
- Pass a qualifying Employee Entrance Evaluation.

PHYSICAL ABILITIES

This position requires:

- Sufficient arm, hand, and finger dexterity to write, operate a computer and other office equipment.
- Visual acuity to read words and numbers.
- Sufficient physical strength and mobility to walk and run with students, and lift, restrain, and control children weighing up to 45 pounds.
- Sufficient ambulatory ability to stand for sustained periods of time and move to different locations.
- Ability to take precautions against exposure to health and safety risks.
- Speaking and hearing to communicate in person or over the phone.
- Ability to speak in an understandable voice with sufficient volume to be heard in normal conversation.

EDUCATION AND EXPERIENCE

- (1) The position requires six units in Early Childhood Education (ECE) or Child Development (CD). The six units specified shall include courses that cover the general areas of child growth and development, or human growth and development; child, family and community, or child and family; and program/curriculum. A Child Development Assistant Permit (or higher) as issued by the California Commission on Teacher Credentialing (see Title 5 regulations) meets this first requirement.
- (2) Per licensing requirements, after employment, the employee must be continuously enrolled in a minimum of two ECE units each semester, until 12 ECE units, as described above in item 1, have been met. At the completion of those units, the employee may apply towards the next level Child Development Permit. Courses required for employment will be paid for by the District up to the amount comparable to courses at American River College, Sierra College or Sacramento City College. The employee may be compensated for courses taken beyond the minimum required following the CSEA contract (Article XXIII).

LICENSES AND CERTIFICATES

- May require valid California driver's license.
- Successful completion and certification of Pediatric CPR, Pediatric First Aid and 15 hours of Health and Safety training, pursuant to Health and Safety Code Section 1596.866. The training shall include the following components:
 - (A) Pediatric first aid.
 - (B) Pediatric cardiopulmonary resuscitation (CPR).
 - (C) A preventative health practices course or courses that include instruction in the recognition, management, and prevention of infectious diseases, including immunizations, and prevention of childhood injuries. The training may include instruction in sanitary food handling, child nutrition, emergency preparedness and evacuation, caring for children with special needs, and identification and reporting of signs and symptoms of child abuse.