



Excellence for all.

Job Title: Child Care Assistant

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Basic Function:

Under the direction of the Director of Child Development Program and/or an assigned designee, assist in the care, supervision and learning activities of children enrolled in a designated childcare program. Assist in daily activities; perform a variety of tasks to assist in the operation of the program.

Distinguishing Characteristics:

The Child Care Assistant is the entry-level class in the classification series; incumbents hold primary responsibility for providing childcare services within program guidelines, with limited responsibility for decision making regarding program planning. Child Care Assistant is distinguishable from Child Care leader in that the latter is assigned responsibility for planning and coordinating childcare program activities at an assigned site and providing work direction and guidance to incumbents in a Child Care Classification.

Positions in this classification do not provide instructional support in a K-12 classroom and thus, do not fall under the provisions of Every Student Succeeds Act of 2015.

Representative Duties:

Essential Functions:

- Maintain District standards of excellent customer service and professional behavior in various and sometimes challenging situations.
- Access and monitor District email daily to receive important updates from school and District administration.
- Participate in staff development and in-service training programs as assigned.
- Support district adopted curriculum.
- Work with children who may have unique health concerns and/or learning styles.
- Assist in planning and designing activities appropriate to the goals of the program and directly supervise the activities of children; reinforce positive attitudes and social skills.
- Provide support to the Child Care Leader Set up work areas, displays and exhibits; operate audio-visual equipment; educational training equipment and distribute and collect papers and supplies.
- Observe and control behavior of children in the classroom according to approved procedures.
- Monitor children during outdoor and playground activities; assure the health and safety of students by following health and safety practices and procedures.
- Assist in rendering various forms of personal care such as toileting, diapering, dressing, undressing, bathing, and grooming.
- Assist in maintaining a clean and orderly classroom environment.
- Perform a variety of clerical duties; maintain records; and record attendance.
- Guide children in the appropriate use of supplies, materials and equipment and may assist with homework assignments.
- Direct group activities of students as assigned.
- Participate in staff development and in-service training programs as assigned.

Other Duties:

- Perform related duties as assigned.

- May be assigned out of class work as prescribed by Merit Rules and Regulations.

Knowledge and Abilities:

Knowledge of:

- District standards of excellent customer service, interpersonal skills using tact, patience and courtesy.
- District curricular and health care resources.
- Child guidance principles and practices.
- Safe practices in classroom and playground activities.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Basic mathematical concepts.

Ability to:

- Understand and follow oral and written directions.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate respectfully and effectively with student, staff, and the public.
- Learn and incorporate new skills, techniques and/or industry trends.
- Maintain regular and consistent attendance.
- Supervise the activities of children enrolled in the Child Care Program.
- Perform clerical duties such as filing, duplicating, and maintaining records.
- Print and write legibly.
- Learn the procedures, functions, and limitations of assigned duties.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Work confidentially with discretion.
- Oversee and discipline students according to approved policies and procedures.
- Operate a computer and office equipment.
- Enlist the support, interest, and participation of students.
- Assist in administering basic first aid.

Education/Licenses/Experience: Any combination equivalent to experience, training and/or education to demonstrate the knowledge and abilities listed above. Typically, this would be gained through High school diploma or its equivalent. Successful completion of the Merit examination process is required.

Working Conditions:

Environment: Indoor and outdoor environment. Constant interruptions.

Physical Demands: Hearing and speaking to exchange information with parents, students, and staff. Dexterity of hands and fingers to operate various office and instructional equipment. Visual ability to see to monitor student activities. Standing or walking for extended periods of time. Bending at the waist and kneeling or crouching to provide assistance.

Hazards: Exposure to variable weather conditions during outside activities.

Emergency Conditions: Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

Salary Range: 112

Approved by Personnel Commission: September 9, 2008

Revised: Standard Education/Exp language 9/27/17

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