Child Care and Development – Lead Instructional Assistant

Purpose Statement

The job of Child Care and Development – Lead Instructional Assistant, under general supervision, assists the Site Supervisor and other teaching staff with the planning and implementation of and age and developmentally appropriate curriculum. This position requires formal training in child development. This is a categorically funded program under 1294.5 of the Education Code and the position is subject to continued funding each year by the California department of Education.

Essential Functions

- Enrolls children for the purpose of providing education services according to governmental and agency policy.
- Implements the on-going program of activities for the purpose of contributing to the care, growth, and development of the children ages 0-5.
- Maintains children's files according to Title 22 and CDE Funding Terms and Conditions.
- Plans inservices for the purpose of implementing staff and parent meetings. Purchasing, recordkeeping, data collection and reporting as assigned.
- Schedules assignments of class personnel for the purpose of supporting them in the completion of their work activities.
- Evaluates and maintains environments in conformance with governmental and agency standards of health, safety, cleanliness, and rules.
- Supervises assessments of all children for the purpose of assisting with the planning of curriculum.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single technical tasks with a frequent need to upgrade skills due to changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: moderate physical exertion associated with the ability to lift, carry, push, pull or climb; lifting and carrying an object weighing 50 lbs; mental acuity to interpret and implement rules relating to these programs, make determinations relative to the effective performance of the tasks required, and assist in the management of these programs; facility to see and read, with or without visual aides, laws and codes, rules, policies and other printed matter and computer screens and print-outs.

KNOWLEDGE is required to perform mathematical functions; read technical information, compose a variety of documents and/or facilitate group discussions; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: theory and practice of Early Childhood Development, including observation techniques; requirements of age and developmentally appropriate curricula; temperamental characteristics of young children; child nutrition; components of anti-bias curricula; pediatric First Aid, childhood illnesses and CPR; and administrative and supervision techniques.

ABILITY is required to schedule a number of activities; often gather, collate, and/or classify data; and coordinate a number of factors in the use of equipment. Flexibility is required to work with others under a variety of circumstances; analyze data utilizing defines but different processes. Ability is also required to work with a diversity of individuals and/or groups and work with data of different types and/or purposes. In working with others, problem solving is required to analyze issues, create plans of action and reach solutions; with data it is moderate; and with equipment it is moderate. Specific abilities required to satisfactorily perform the functions of the job include: plan and implement appropriate individualized early childhood curriculum; supervise a staff of varying educational and experiential background; be sensitive to the individual and group needs of children and their parents; and organize, maintain and report data.

Responsibility

Working Environment

The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling; significant reaching, handling, fingering and/or feeling. Generally the job requires 20% sitting, 30% walking and 50% standing. The job is performed in a generally hazard free environment, and in a clean atmosphere.

Experience: Job related experience is desired.

Education: Bachelors Degree in a job related area preferred. Master Teacher requires specialized units.

Required Testing
Basic computer skills

Certificates & Licenses
Valid CA driver's license
Master Teacher or Teacher Permit

Continuing Education/Training
Experience in a public or private childcare and development program is desirable

Clearances
Criminal Justice/Fingerprint Clearance
TB Clearance
Pre-employment Medical Assessment
Drug Screening