JOB DESCRIPTION

JOB TITLE: Childcare Assistant

JOB FAMILY: Children & Family Services

SALARY RANGE: 11

Job Purpose Statement: Under general direction of the Director of Children and Family Services, this position is responsible for implementing and supervising developmentally appropriate instructional activities for children participating in the before and/or after school Childcare Program, and performs other related duties as assigned. This position will follow a work schedule consistent with the operation of the Childcare Program.

REPRESENTATIVE DUTIES: Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

Essential Job Functions:

- Assists in designing and supervising activities and projects which appeal to children and contribute to their learning.
- Maintains appropriate learning environment and maintains a healthy and motivating physical learning experience.
- Confers with parents and staff on a regular basis.
- Uses materials suitable for instruction of children with wide range of mental, physical, and emotional maturities.
- Provides appropriate and safe climate to establish and reinforce acceptable pupil behavior, attitudes, and social skills.
- Supervises children in the program on a daily basis.
- Assists in planning, providing, and clean up of nutritious snacks.
- Provides general clerical support.
- Attends staff meetings and required training programs.
- Maintains professional competence through appropriate professional growth activities.
- Communicates problems and concerns to supervisor and/or director.
- Performs other related duties as required.

Other Job Functions:

Monitors and assists students while using equipment, including computer terminals, cassette recorders, audio-visual equipment, and other instructional media.
Reports suspected child abuse and communicable diseases to supervisor/director and/or appropriate agencies.
Administers first aid in conjunction with established District policies and procedures.

LICENSE REQUIRED:
Must possess and maintain a valid California Driver's license and remain insurable at the standard insurance market rate. Current DMV report.

DESIRABLE QUALIFICATIONS:

Knowledge of:
General concepts of child growth and development and child behavioral characteristics.
General needs and behaviors of children.
Interpersonal and group dynamics.
Basic human development principles.
Time management and supervisory skills.
Routine record keeping.
Safety rules and regulations regarding physical activity.

Ability to:
Assume responsibility for supervisor of children of varying ages and abilities.
Demonstrate an understanding, patient, warm, and receptive attitude toward children.
Communicate effectively, both orally and in writing.
Understand and carry out verbal and written instructions, policies, and rules.
*A*ssists in designing activities and projects, which will appeal to children and contribute to their leaning.
Coordinate the work of students.
Budget time and supplies in an effective and efficient manner.
Maintain records, equipment, and facilities.
Exercise discretion and judgment in handling confidential information.
Provide for the health and safety needs of children.
Effectively handle discipline problems.
Establish and maintain effective work relationships with those contacted in the performance of required duties.

EDUCATION REQUIRED:
High School Diploma or equivalent. Completion of formal or informal education sufficient to assure the ability to read, write and communicate in English at the level required for successful job performance. Must possess and maintain valid First Aid and CPR certificates. Pass the District proficiency examination to comply with No Child Left Behind (NCLB).

EXPERIENCE:
Qualifying experience and training may be obtained through one or more of the following: Two years of experience in providing childcare, preschool services and/or experience working with children in an educational setting; Six (6) units of Early Childhood Education or Child Development.