CHILD CARE AIDE

DEFINITION

Under supervision of the appropriate administrator and general direction of a preschool teacher, this person may assist in the instruction and care of preschool children including management of student behavior, record keeping, instructional assistance, medical care and classroom organization.

DUTIES AND RESPONSIBILITIES (any one position may not include all of the listed duties nor do all the listed examples include all tasks which may be found in positions with this classification).

Assists teachers in supervision and training of children; assists children in bathroom procedures; cleaning of clothes and bedding as needed; assists and supervises children at lunch and snack time, guiding them in table manners; supervises children during inside and outside play and arts and crafts; extend children’s language by songs, stories and language based games; assists in teaching numbers, colors and names of familiar things; helps to perform necessary clerical tasks including recording child care attendance and meal counts; supervises children at nap time; carries out authorized emergency and safety procedures. Attend staff meetings, parent meetings, staff development and in-service training programs as assigned.

MINIMUM QUALIFICATIONS

Education, Training and Experience
Requires 6 units in early child care education or child development; specific experience in working with children in a classroom or other organized setting is desired.

Knowledge
Basic knowledge of child development principles and practices. Knowledge of the basic clerical and record keeping processes. Strong communication skills to interact with students, teachers, parents and other faculty and staff.

Skills and Ability
Communicate effectively in both oral and written forms; successfully supervise students; follow instructions with a minimum of direction; follow and give clear directions; work independently and make decisions within the framework of established guidelines; adapt to individual needs of teachers and students and work with interruptions; adapt to changing conditions as needs dictate; respond quickly to emergency situations; work with students and staff; understand and maintain confidentiality; perform general clerical duties including record keeping and filing. Ability to work as a team, have a positive attitude and good communication skills. Ability to demonstrate character based performance.

Physical Ability
Requires sufficient arm, hand and finger dexterity in order to operate a personal computer keyboard, typewriter and other office equipment. Requires visual acuity to read words and numbers. Requires lifting of moderate to heavy objects (between 30 to 40 lbs.) on an occasional basis and sufficient ambulatory ability to stand for sustained periods of time. Requires ambulatory ability to go to different locations. Requires the ability to take precautions against a nominal exposure to health and safety risks. Requires speaking and hearing to communicate in person or over the phone.

Licenses and Certificates
Valid California Driver’s License and CPR and First Aid certificates and Health Screening Test.

CS 03/06/06