



JULY 2009
FLSA: NON-EXEMPT

CHILDREN'S CENTER AIDE

DEFINITION

Under general supervision, assist with maintaining, caring and supervising the education program and outdoor activities for an infant, toddler, or preschool classroom in a learning laboratory setting; assist laboratory students and staff in class and provides a safe and nurturing environment in order to help children develop their social, cognitive, and educational skills; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Program Director of Child Development. Exercises no direct supervision over staff. Assist students and staff in the classroom.

CLASS CHARACTERISTICS

This is an entry-level class responsible for developing and implementing developmentally appropriate learning and socialization experiences for infants, toddlers, and/or preschool-aged children. Responsibilities include assisting with preparation of classroom lessons and activities, assist with maintaining student records, providing encouragement, and nurturing and motivating students. This class is distinguished from the Pre-School Teacher in that the latter provides complex support to infants, toddlers and/or pre-school-aged children which assist management staff with Child Development Center program administration.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Provide assistance and supervision to day care students during outdoor recreation and recess times, classroom instruction, activities, and inform instructor of student with injuries or inappropriate behavior.
- Maintain and update records, grade rosters and student file related records and assist with preparation and scheduling of parent and teacher conferences.
- Assist with preparation and recording of information for various records and reports, including accident reports, attendance reports, homework logs, evaluation records, and meal and snack counts.
- Prepare and change monthly bulletin board and assist instructors in updating and photocopying materials for class presentations, lessons and activities.
- Maintain and remain in compliance with health and safety regulations.
- Secure classroom when occupied and provide hygiene assistance as necessary.
- Maintain order and distribute classroom and instructor supplies.
- Keep inventory supply register.
- Serve, clean up and assist day care students during breaks including breakfast, lunch and snack times.

- Provide a clean working environment for day care students, including picking up paper and debris and maintain classroom in clean and orderly condition as classroom activities change throughout the day.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, and methods of instruction, care and supervision of infants, toddlers and/or preschool-aged children.
- Child development and behavior patterns of infants, toddlers and/or preschool-aged children.
- Basic principles and practices of record-keeping.
- Applicable Federal, State, and local laws, regulatory codes, ordinances and procedures relevant to child development and health and safety regulations.
- Safe work methods and safety practices.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, various socio-economic and ethnic groups.

Ability to:

- Plan, develop, implement, monitor, supervise, and oversee the daily activities and operations of a classroom.
- Create and maintain a safe learning environment.
- Instruct and encourage learning in infants, toddlers, and preschool-aged children.
- Observe and document child development, behavior, and health.
- Maintain clear and accurate records.
- Organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and software programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade with coursework in Early Childhood Education, Child Development, or related field and one (1) year of training and experience in child development.

Licenses and Certifications:

- Possession of, or ability to obtain, a Child Care Permit issued by the State of California.
- Possession of, or ability to obtain, a Cardiopulmonary Resuscitation (CPR) certification.
- Possession of, or ability to obtain, a Mentor certification is desirable.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office and day care facility setting and use standard office and educational and child care equipment; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Must possess the physical stamina to lift and move tables and chairs and arrange facilities for activities, events, and/or meetings. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, climb, and walk on uneven surfaces to participate in activities; and push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds, and occasionally may need to lift children of a greater weight.

ENVIRONMENTAL ELEMENTS

Employees work in a day care/classroom environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents are exposed to body fluids and may be required to render First Aid and CPR. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.