CLASS SPECIFICATION
Child Care Assistant

FLSA Status: Nonexempt
EEOC Job Category: Paraprofessional
Union Representation: Represented

GENERAL PURPOSE
Under the supervision of a Child Development Center Teacher or Associate Teacher, assist in providing care, guidance and developmentally appropriate learning and socialization experiences for infant, toddler and/or preschool-aged children to encourage and facilitate positive social and cognitive learning. Duties are carried out in a learning laboratory classroom setting with District Early Childhood Education (ECE) students.

ESSENTIAL DUTIES AND RESPONSIBILITIES
The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Assists in providing care, guidance and developmentally appropriate learning and socialization experiences in language development, physical and motor development, reading and math readiness, art, music, nutrition, health and safety to preschool-aged children; helps to maintain a stimulating and supportive environment for children; encourages positive learning, eating and communication skills by modeling appropriate behaviors.

2. Models appropriate teaching methods and techniques and positive adult/child interactions; takes attendance; supervises playground activities; accompanies classes on field trips; may prepare and/or set out snacks and/or meals; sits with children at meals/snacks and models healthy eating habits; may take meal counts; Assists in supervising children individually and as a group.

3. Assists in maintaining a clean and safe learning environment; checks the classroom and outside play areas to ensure cleanliness and safety; assists in cleaning the classroom and playground; supervises children to prevent injuries; provides basic first aid as needed; diapers children and may wash and dress children in the event of an accident; sets out and disinfects nap mats; places breathing barriers between children at nap time; washes dishes and launders bedding, clothing and supplies.

OTHER DUTIES
1. Attends meetings, training sessions and workshops as required.

2. Reports suspected child abuse as required by law.

QUALIFICATIONS
Knowledge of:

1. Practices and methods of instruction, care and supervision of infant, toddler and/or preschool-aged children in a learning laboratory classroom setting.
2. Basic concepts of child development and behavior patterns of infant, toddler and preschool-aged children.

3. Procedures and practices for maintaining classroom and playground safety.

4. Correct English usage, including spelling, grammar and punctuation.

**Ability to:**

1. Maintain confidential student records and files.

2. Communicate clearly and effectively orally and in writing.

3. Understand and follow written and oral instructions.

4. Use tact, discretion, courtesy and patience in dealing with sensitive and difficult individuals and situations.

5. Establish and maintain effective working relationships with District management, administrators, staff, teachers, ECE students and instructors, parents, children and others encountered in the course of work.

**Education, Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is meeting the minimum educational course requirements including child growth and development, or human growth and development; child family and community, and an additional 6 units in child development/early childhood education courses, with passing grades at an accredited or approved college or university, and a minimum of 25 days of three-plus (3+) hours per day within 2 years.

**Licenses; Certificates; Special Requirements:**

- Results of a TB test performed within 60 days of hire date.

- Fingerprints, Child Abuse Index, and FBI check submitted and cleared to the Department of Justice and on file with/or reported to the California Department of Social Services, Community Care Licensing Division prior to employment.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

While performing the duties of this class, an employee is regularly required to stand, walk and sit; talk or hear, both in person and by telephone; use hands to finger, handle or feel objects or controls; reach with hands and arms. An employee also is regularly required to stoop, kneel, bend, crouch or crawl, climb or balance and lift up to 50 pounds.
Specific vision abilities required by this job include close vision, distance vision, depth perception, color vision and the ability to adjust focus.

**Mental Demands**

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; observe and interpret people and situations; use basic math; learn and apply new information or skills; work with constant interruptions and interact with District management, administrators, staff, teachers, ECE students and instructors, parents, children and others encountered in the course of work.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works in a classroom setting, and the noise level is occasionally moderately loud.

Revised: August 18, 2014; October 6, 2014