

Escondido Union High School District Job Description

Job Title: Child Care Assistant
Employee Unit: Classified Bargaining Unit
Job Family: Instructional Support
FLSA Status: Nonexempt
Salary Level: Range 12
Approved By: Board of Education
Approved Date: 12/07/2010

NATURE OF WORK

Provide infant/toddler services for pregnant and parenting students. Support and assist in activities for infant/toddlers of students enrolled in the district by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Monitor daily activities of children

Ensure physical and developmental needs of children are met

Exchange information with child care staff and parents to benefit children

Maintain a safe and clean learning environment

Update logs and records

Attend meetings, in-services, training, and conferences

Performs housekeeping duties as required to maintain healthy, clean environment for infants and toddlers, including changing bed linens and laundering.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); six (6) units of Early Childhood Education/Child Development (including three (3) units of Infant/Toddler coursework)
Some experience working with infants and toddlers requested.

LICENSES AND CERTIFICATES:

Infant/Toddler CPR and First Aid

KNOWLEDGE OF:

Principles and practice of early childhood development; child development regulations; child guidance principles and practices; health and safety regulations.
Computer programs; i.e. Microsoft Word and Groupwise

ABILITY TO:

Establish and maintain patient, gentle, supportive and cooperative working relationships with infants, toddlers, parents and staff; ensure infants/toddlers are not harmed during daily practices; perform clerical duties; read standard instruction manuals; understand and carryout written and oral directions; communicate orally and in writing; operate standard office and cleaning equipment (washer and dryer, etc.); perform record keeping; meet multiple concurrent demands; model positive interactions, skills and behavior among students and their children.

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 45 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

WORK ENVIRONMENT

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

Possible exposure to childhood communicable diseases.

The noise level in the work environment is usually moderate.

COMMENTS

As a representative of the Escondido Union High School District, the individual assigned to this position must maintain a professional, caring, helpful attitude at all times. In addition, the employee must maintain personal hygiene and appearance, and must demonstrate a willingness and ability to work with young children and infants. Must be committed to providing a clean, healthy, happy, and caring environment for the children of our students.