

**Escondido Union High School District
Job Description**

Job Title: Child Care Attendant
Employee Unit: Classified Bargaining Unit
Job Family: Instructional Support
FLSA Status: Nonexempt
Salary Level: 16
Approved By: Board of Education
Approved Date: 12/07/2010

NATURE OF WORK

Organizes and leads activities of pre-kindergarten children in nursery schools or in playrooms operated for children of students enrolled in the district programs or Adult Basic Education Classes, by performing the following duties.

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

Helps children remove outer garments.

Organizes and participates in games, reads to children, and teaches them simple painting, drawing, handwork, songs, and similar activities.

Supervises toddlers at play.

Directs children in eating, resting, and toileting.

Helps children develop habits of caring for own clothing and picking up and putting away toys and books.

Maintains discipline.

Serves meals and refreshments to children and regulates rest periods.

Cares for infants by changing diapers, feeding and monitoring.

Prepares food for infants and toddlers.

Shops for groceries for children's lunches and snacks.

Assists teen age parents in learning to care for their children.

Keeps records of children's immunizations, enrollment, developmental process for review by certificated director of the program.

Assists teen age parents in completing and monitoring children's development.

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); twelve units of post secondary child development (six may be earned concurrent with employment, prior to permanent status being achieved); one year practical experience dealing with the care of infants and toddlers.

LICENCES AND/OR CERTIFICATION

Child Development Permit issued by the State of California
Infant/Toddler CPR and First Aid

KNOWLEDGE OF:

Child development; care of infants and toddlers.
Computer programs; i.e. Microsoft Word and Groupwise

ABILITY TO:

Read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; write routine reports and correspondence; apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form; deal with problems involving several concrete variables in standardized situations.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

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 50 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.

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 children of students.