

**JOB DESCRIPTION**  
**Grossmont Union High School District**

**CHILD DEVELOPMENT CENTER ASSISTANT II**

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**Purpose Statement:**

The job of Child Development Center Assistant II is done for the purpose/s of planning and providing quality child care for infants and toddlers involved in the Teen Parent Program; providing a proper role model and demonstrating a positive parenting skills to teen mothers; providing information and assistance to teenage parents in the Child Development Center; providing clerical support to teachers; providing instruction and assisting in maintaining a clean and safe classroom environment for the students. Incumbents in this classification provide direct academic support to students and teachers which directly supports learning.

This job reports to Principal or Designee

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**Essential Functions**

- Assists the teacher with age appropriate activities by working with individual or small groups of students (e.g. games, art, music, science, language, nutrition, assessments, etc.) for the purpose of presenting and/or reinforcing learning concepts and by caring for student's needs.
- Distributes instructional and/or play materials for the purpose of providing students with necessary items and assisting the teacher in the classroom.
- Maintains adequate supplies (e.g. toys, groceries, beds, humidifiers, high chairs, mats, etc.) for the purpose of ensuring availability of items and/or providing for a safe learning environment.
- Maintains classroom equipment and work area for the purpose of ensuring availability of items and/or providing for a safe learning environment.
- Monitors children in various activities (e.g. lunch, snack time, rest periods, group or individual play, outdoors, etc.) for the purpose of providing a safe and positive learning environment.
- Observes student behavior and monitors for signs of neglect or suspected abuse for the purpose of ensuring student compliance to established regulations and maintaining a safe and positive learning environment.
- Performs record keeping and clerical functions (e.g. maintaining logs and charts, copying, attendance, etc.) for the purpose of supporting the teacher and/or providing necessary records/instructional materials.
- Promotes good habits for the purpose of improving the quality of students outcome and encouraging student development.
- Provides guidance and assistance to teenage parents in areas of toddler and infant personal and dental hygiene, parenting skills, nutrition and child care for the purpose of providing a proper role model and demonstrating positive parenting skills to teen mothers.
- Provides instruction in assigned classroom for the purpose of delivering services in conformance with District objectives and state/federal requirements.
- Provides quality child care to infant and toddlers (e.g. changing diapers, preparing bottles, serving meals and snacks, stimulating motor responses, assisting with academic activities, etc.) for the purpose of ensuring program objectives are achieved.
- Supports the Child Development Center Leader for the purpose of providing assistance with their daily functions.

**Other Functions**

- Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment.
- Attends meetings, workshops, inservice, etc. for the purpose of conveying and/or gathering information required to perform functions.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: adhering to safety practices; controlling and motivating students; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: stages of child development; and age appropriate activities and positive reinforcement.

ABILITY is required to schedule activities; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with specific, job-related data; and utilize specific, job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; working as part of a team; working with constant interruptions; working with detailed information/data; setting priorities; maintaining a professional work environment; establishing and maintaining effective working relationships; and being attentive to detail.

**Responsibility**

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. The job is performed under a generally hazard free environment.

**Experience** Job related experience with increasing levels of responsibility is required.

**Education** Community College and/or Vocational School degree with study in job related area.

**Required Testing**

As required for position

**Certificates & Licenses**

Teacher Permit  
Child Development Associate (CDA) Credential

**Continuing Educ. / Training**

Must have taken or be enrolled in Infant & Toddler Class

**Clearances**

Criminal Justice Fingerprint/Background Clearance  
TB Clearance

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**FLSA Status**

Non Exempt

**Approval Date**

11/10/2005

**Salary Grade**

Unit II 32