

JOB DESCRIPTION
Grossmont Union High School District

CHILD DEVELOPMENT CENTER ASSISTANT III

Purpose Statement:

The job of Child Development Center Assistant III is done for the purpose/s of providing lead direction to assigned personnel for the care of small numbers of infants and toddlers; 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; 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

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.
- Oversees the daily activities of the Child Development Center Assistants I & II for the purpose of providing guidance in the performance of their job functions.
- 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 and serves as lead person 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, meetings, and/or events; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different 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 analyze 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 limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating 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 within specialized field is required.

Education Bachelors degree in job related area.

Required Testing

As required for position

Certificates & Licenses

Master Teacher Permit

Continuing Educ. / Training

Must have taken or be enrolled in Infant & Toddler Class

Clearances

Criminal Justice Fingerprint/Background Clearance
TB Clearance

FLSA Status

Non Exempt

Approval Date

11/10/2005

Salary Grade

Unit II 34