

CHILD CARE TEACHER'S AIDE

Approved: July 2016

FLSA: Non-exempt

Unit: SEIU



Definition
Under general supervision, assists the Child Care Teachers in the preparation and execution of educational and programmatic activities. Maintains a clean and safe center environment. Assists children in individual and group activities and performs related duties as required.
Supervision received and exercised
Receives general supervision from a classroom Child Care Teacher I or II. Exercises no supervision of staff.
Class characteristics
This is the entry-level class in the childcare class series responsible for assisting in conducting a variety of classroom activities. This classification is distinguished from the Child Care Teacher in that the latter has significant responsibility for the structure of the classroom, curriculum, care of children, compliance with regulations, and communication with parents.
Examples of typical job functions (illustrative only)
Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. <ul style="list-style-type: none">• Assists Child Care Teachers in setting up and coordinating planned activities.• Ensures activities are conducted in accordance with the Child Care Teachers' planned curriculum.• Supervises children in large and small groups.• Maintains the Center in a safe and clean condition.• Observes the behaviors and progress of children, participates in observations with Child Care Teachers, and maintains records.• Assists children with basic needs, including toileting and personal hygiene.• Guides children in their personal development and helps with projects requiring assistance.• Uses effective behavior techniques to help children develop a positive self-image and self-esteem.• Interacts with parents, answering routine questions and providing updates on student behavior and development.• Inputs student information into Desired Results Developmental Profiles and other databases.• Maintains various logs and documentation, including student development portfolios, medication administration logs, and meal records.• Mounts words and pictures on bulletin boards.• Copies documents and reports.• Laminates artwork and projects.• Accompanies and supervises children on school-related trips and ensures their safety.• Prepares meals and snacks for children daily.• Performs related duties as assigned.
Qualifications
Knowledge of <ul style="list-style-type: none">• Stages of development of age groups eighteen months to six years.• Child supervisory and behavioral modification techniques.• Applicable Federal, State and local laws, regulation, codes and guidelines as well as City policies and procedures related to the childcare program.• Principles and practices of data collection and reporting.• Modern office practices, methods, and computer equipment.• English usage, grammar, spelling, vocabulary and punctuation.• Techniques for providing a high level of customer service to parents and members of the public. Ability to <ul style="list-style-type: none">• Relate well with children from different ethnic and cultural backgrounds.• Obtain a State Child Development Center permit.• Learn and apply Federal, State and City policies, procedures, laws, and regulations.• Maintain classroom facilities and equipment in a clean, safe, and secure manner.• Work cooperatively in a team oriented environment.

<ul style="list-style-type: none"> • Understand and follow both written and verbal instructions. • Operate basic office equipment including a computer. • Use and apply basic computer skills to organize, maintain, and update office database and records systems. • Use English effectively to communicate in person, over the telephone and in writing. • Use tact, initiative, prudence, and judgment within general policy and procedural guidelines. • Establish and maintain positive and effective working relationships with those contacted in the course of the work.
<p>Education and experience</p>
<p>Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:</p> <ul style="list-style-type: none"> • Equivalent to completion of the twelfth (12th) grade. • At least three (3) months paid experience with groups of children ages eighteen months to six years. • Associate Teacher permit from the California Department of Education preferred.
<p>Licenses and certifications</p>
<ul style="list-style-type: none"> • Ability to obtain American Red Cross First Aid Certificate and CPR Certificate. • Must maintain and renew certification per the American Red Cross guidelines.
<p>Physical demands</p>
<p>Must possess mobility to work in a classroom setting and occasionally in an office setting when using standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily an active instructional classification requiring standing and walking between classroom areas. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, reach, push, and pull objects. Employees must possess the ability to lift, carry, push, and pull materials and objects, including children, up to 30 pounds.</p>
<p>Environmental elements</p>
<p>Employees work in a classroom with high to excessive noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances though frequent exposure to germs and illness. Employees are also outside with children and may be exposed to variable temperatures and weather conditions. Employees may interact with upset children and/or parents when interpreting and enforcing rules, policies, and procedures.</p>