

TEMPLE CITY UNIFIED SCHOOL DISTRICT

CHILD CARE ASSISTANT I

SUMMARY:

The Child Care Assistant I assists in the instruction and supervision of students in the before and after school child care program.

DEGREE OF SUPERVISION:

The Child Care Assistant I works under the direction and direct supervision of a Child Care Instructor at the assigned school sites.

Evaluations will be completed by the Child Care Supervisor with input from the Child Care Instructor. Evaluations will be performed on a timeline in accordance with the collective bargaining agreement.

DUTIES AND TASKS:

(All duties and tasks are essential unless noted with an S for secondary)

1. Provide instruction and supervision to students
 - A. Implement planned indoor and outdoor activities and routines;
 - B. Follow a curriculum plan and schedule to meet the needs of children, families and staff;
 - C. Help establish an environment that is physically and emotionally safe for students;
 - D. Nurture and facilitate the natural, individually development of the whole child;
 - E. Facilitate opportunities for real-life activities that support the acquisition of self-help skills;
 - F. Support creating a classroom environment that reflects the backgrounds and experiences children bring to the program;
 - G. Develop student awareness and participation in caring for the environment;
2. Assist in providing a safe environment for students
 - A. Read and understand material related to the performance of the Assistant I position, including but not limited to, the personnel handbook, job description, and Quality Care handbook;
 - B. Assist in maintaining accepted standards of cleanliness and sanitation of program facilities;
 - C. Utilize appropriate food handling procedures;
 - D. Understand and implement basic health and safety practices in the center, including the handling of illnesses.
3. Assist in the development and improvement of the before and after school program
 - A. Work cooperatively with other staff members;
 - B. Accept supervision;
 - C. Help promote a positive atmosphere in the program;
 - D. Respond to requests made by families and refer to appropriate staff; and

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<p>E. Contribute to the program evaluation.</p> <p>4. Other duties as assigned.</p>
<p>KNOWLEDGE, SKILLS, AND ABILITIES:</p> <p>1. General Knowledge of:</p> <ul style="list-style-type: none">A. Childhood developmental stages;B. Health and safety practices; andC. Child abuse reporting laws and procedures; andD. Department processes and procedures and where to go within the organization for needed information. <p>2. Skills</p> <ul style="list-style-type: none">A. Read materials written in standard English text for the purpose of gaining information or getting instructions;B. Write grammatically correct routine correspondence to communicate information or needs;C. Ability to speak on a one-to-one basis using appropriate vocabulary and grammar to explain policies or procedures or to gain information; andD. Work as part of a collaborative team. <p>3. Abilities</p> <ul style="list-style-type: none">A. Work independently and follow through on assignments with minimal direction;B. Foster a stimulating, accepting learning environment; andC. Establish and maintain cooperative working relationships with others.
<p>QUALIFICATIONS:</p> <p>1. Education and Experience</p> <ul style="list-style-type: none">A. 6 units of Early Childhood Education (ECE) or Child Develop (CD) coursework orB. Accredited HERO Program (including ROP) orC. Approved CCTC training.D. No experience necessary
<p>CAREER LADDER OPPORTUNITIES:</p> <p>To advance to the position of Child Care Assistant II, incumbents need to:</p> <ul style="list-style-type: none">• Have at least 12 units of ECE/CD course work that includes core courses• Have at least 50 days of experience with at least 3 hours a day over a 2 year span• Pass the written and oral assessment to qualify for placement on the eligibility list <p>Any advancement is contingent on an opening in the Child Care Assistant II classification.</p>

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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 the individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is **regularly required to:** work sitting at a desk or table, see for the purpose of reading or observing students; hear and understand speech at normal levels; communicate so that others can clearly understand normal conversation; operate computers and other office equipment.

The employee may **frequently be required to** stand and/or walk for extended periods of time; bend, stoop, kneel and reach in all directions.

The employee may **occasionally be required to** lift and/or move objects up to twenty-five (25) pounds in weight.

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.

While performing the duties of this job, the employee **regularly** works in an indoor environment with moderate noise levels, interacts with children and adults.

The employee is **frequently required to** work outdoors in unsheltered areas.

PAY RANGE: 14