



Classification Specification

PARAPROFESSIONAL I-CHILD CARE

Department:	Quality Care
Reports To:	Program Supervisor-Childcare
Supervises:	N/A
Approval Date:	June 24, 2020
Revised Date:	2010, 2020

General Description:

Assist in the care, instruction and supervision of students in the before and after school childcare program; assist the instructor with planning and implementing a variety of activities to meet the needs and interests of children; provide a variety of clerical duties to support classroom activities.

Distinguishing Characteristics:

The Instruction Assistant I-Child Care is the entry-level in the series. Positions at this level are distinguished from the journey-level Instruction Assistant II-Child Care in that more routine functions are performed with less independence. Assignments are generally limited in scope and are set within procedural frameworks established by higher-level positions. Incumbents are required to have six (6) early childhood education (ECE) units. Incumbents at the Instructional Assistant II-Child Care level are required to have twelve (12) early childhood education (ECE) units and more years of experience and may serve as an associate teacher in a classroom with more than 30 students. In addition, incumbents at the Instructional Assistant II-Child Care level plan and implement curriculum.

Essential Duties and Responsibilities:

- Assist with providing instruction and supervision to students during before and after school programs; follow a curriculum plan and schedule to meet the needs of children, families and staff; facilitate opportunities for real-life activities that support the acquisition of self-help skills.
- Sign students in upon arrival; verify late arrivals and absences according to established procedures; call parents to verify pick-up and absence information; record student ratios.
- Develop student awareness and participation in caring for the environment.
- Observe and control behavior of children in the classroom according to approved procedures; monitor children during outdoor activities.
- Assure student understanding of classroom rules and procedures; assist students by answering questions, providing proper examples, emotional support, friendly attitude, and general guidance.

- Maintain learning environment in a safe, orderly, and clean manner; assure the safety of students in the classroom and during outdoor activities.
- Assist in developing, preparing and implementing instructional lessons, including STEAM education and other activities for children.
- Provide a variety of clerical duties to support classroom activities including preparing, typing, duplicating and filing instructional materials.
- Complete forms related to assigned activities, including injury/accident reports and behavior reports as needed; communicate incidents regarding injuries or behavior to staff and families according to established procedures.
- Assist students with completing homework.
- Assist students with snack time as assigned and assist in the preparation of food items as directed; utilize appropriate food handling procedures.
- Assist in communicating with children, parents, caregivers, and staff members when needed to exchange information, coordinate activities, and resolve issues or concerns.
- Assist with performing inventory activities; take inventory of assigned program items and pick-up inventory items from cafeteria as needed.
- Understand and implement basic health and safety practices in the classroom, including the handling of illnesses; administer first aid/CPR as necessary.
- Operate office and classroom equipment included a computer and assigned software.
- Perform other duties as required, related to the primary job duties of the assigned position.

Required Qualifications:

Knowledge of:

- Basic principles and practices of early child development, including proper care and discipline.
- Health and safety practices.
- Child abuse reporting laws and procedures.
- Department processes and procedures.
- Basic instructional methods and techniques.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Classroom procedures and appropriate student conduct.
- Operation of standard office and classroom equipment.
- Oral and written communication skills.
- First Aid/CPR procedures.
- Interpersonal skills using tact, patience, and courtesy.
- Basic record-keeping techniques.

Ability to:

- Assist in the care, supervision and learning activities of children enrolled in before and after school child care programs.
- Assist with planning and implementing a variety of activities to meet the needs and interests of children.
- Understand and follow oral and written directions.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Operate a computer and assigned software.
- Observe health and safety regulations.

- Administer first aid/CPR as necessary.
- Work as part of a collaborative team.
- Work independently and follow through on assignments with minimal direction.
- Foster a stimulating, accepting learning environment for children.

Education: High school graduation or the equivalent GED supplemented by six (6) units of early childhood education (ECE) or child develop (CD) coursework or Accredited HERO Program, including Regional Occupational Program (ROP) or approved CCTC training.

Experience: Some experience working with children in a an educational, childcare or organized learning environment.

Licenses, Certifications, and other requirements:

- Valid First Aid/CPR Certification.
- Proof of current and valid Tuberculosis screening.

Desirable Qualifications:

- N/A

Working Conditions:

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.

- Indoor/outdoor/classroom environment.
- Moderate noise levels, interacts with children and adults.
- Fast-paced work environment with changing priorities.

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.

Hazards:

- N/A

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.