

DELANO UNION SCHOOL DISTRICT

CHILD CARE AIDE I - V (Child Development Center Aide)

Brief Description of Job

Performs child care duties in Preschool/Superstar program.

Administrative Relationship

Works under the direction of the Program Site Teacher with supervision and evaluation by Master Teacher, Site Supervisor/Program Director, Coordinator, and/or Director.

REQUIRED QUALIFICATIONS

Knowledge of:

Pediatric CPR and First Aide training through an accredited or approved program and hold a current pediatric CPR and First Aid certificate; appropriate food handling procedures; authorized emergency and safety procedures; universal health procedures; rationale and procedures for child abuse reporting and responsibility for action on mandated reporting.

Ability to:

Demonstrate a love for young children; exhibit a cheerful personality, self-confidence and patience; able to adapt to change; able to work constructively with people of all cultures; able to work cooperatively with other staff members, accept supervision and help promote a positive atmosphere in the center; maintain confidentiality regarding all personal information regarding the children, families and staff; able to obtain, read, and understand the personnel handbook, job description, and other related materials.

Experience:

Prior experience working with children in a school or day care center is desirable.

Education:

Graduation from high school or equivalent training. English and a second language as required by the assignment at a level sufficient to fulfill the duties to be performed. Must pass a District administered test of basic education skills.

ESSENTIAL FUNCTIONS OF THE POSITION

- 1. Awareness of the philosophy of the program;**
- 2. Assists in planning and providing age-appropriate activities in the area of early childhood education;**
- 3. Involvement in the children's work and play throughout the day by talking, interacting, and working with the children;**

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1. Assists in maintaining a stable emotional climate and sufficient control to insure the well being of children and staff members;
2. Respect and sensitivity at all times when communicating with children, both verbally and non-verbally;
3. Assists children to identify and verbalize their concerns and issues;
4. Accepts child's current level of communication while supporting growth and development of language;
5. Listens to children and responds to their language/communication;
6. Assists with continuous evaluation of children's progress;
7. Assists in maintaining a safe, health, and comfortable environment;
8. Utilizes appropriate food handling procedures;
9. Participates in on-site and off-site learning opportunities;
10. Attends scheduled inservices and parent meetings;
11. Projects a positive attitude about the agency to the community;
12. Participates in parent conferences as requested;
13. Communicates positively with families and refers questions or concerns to the appropriate person;
14. Interprets accurate without editorial comment (as requested);
15. Assists in the maintenance of a variety of records and files, including confidential student and family records;
16. Maintains and organizes supplies and instructional materials;
17. Assists in the inventory of equipment and supplies and ensures that they are available and in good repair;
18. Incorporated within one or more of the previously mentioned essential functions of this job description are the following essential physical requirements:

- | | | | | | |
|---------------|---|----------------|------------------|---|----------------|
| 1. Seldom | = | Less than 25 % | 3. Often | = | 51 - 75 % |
| 2. Occasional | = | 25-50% | 4. Very Frequent | = | 76 % and above |

- 3 a. Ability to work at a desk, conference table or in meetings of various configurations
- 3 b. Ability to stand and circulate for extended periods of time
- 4 c. Ability to see for purposes of reading laws and codes, rules and policies and other printed matter and observing students
- 4 d. Ability to hear and understand speech at normal levels
- 4 e. Ability to communicate so others will be able to clearly understand normal conversation
- 4 f. Ability to bend and twist, kneel and stoop, run and crawl
- 1 g. Ability to lift at least 40 lbs.
- 1 h. Ability to carry at least 40 lbs.
- 4 i. Ability to reach in all directions

OTHER RELATED FUNCTIONS OF THIS POSITION

1. Other related duties as assigned.

Employee: _____ **Date:** _____

Authorized Representative: _____ **Date:** _____

The above statements are intended to describe the general nature of level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.