



## Child Development Assistant

Classified Range: 21

Board Approved: 10/13/22; rev. TBD P. 1|4

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

### **SUMMARY DESCRIPTION**

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Assists in the instruction, health, and safety of young children 0 to 60 months of age enrolled in the Child Development Center programs.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from appropriate supervisor; checks with Child Development Teacher or supervisor regarding non-routine assignments. May provide technical and functional direction to assigned student workers.

### **REPRESENTATIVE DUTIES**

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*The following duties are typical for this classification.*

1. Assists in the implementation of developmentally appropriate programs for assigned children that promote development of language, communication, emergent literacy, social, cognitive, play, and creative skills.
2. Assists the Child Development Teacher in supervising indoor and outdoor activities, adhering to all health and safety procedures to ensure a safe and healthy environment; engages with groups of children in a variety of activities.
3. Assists the Child Development Teacher in maintaining a clean, healthy, safe, and orderly indoor and outdoor environment by following Center policies and procedures for health and safety related issues; ~~does laundry; performs general housekeeping duties as required.~~
4. ~~Performs general housekeeping duties such as laundry, cleaning snack preparation areas, checks expiration dates on supplies, maintains a list of needed items.~~
5. Assists with all daily activities such as toileting, diaper changing, hand washing, health checks, and related classroom transition activities.
6. Assists in supervising and feeding children during all ~~snack and/or~~ mealtime activities.
7. ~~May perform tasks to prepare and distribute a variety of light snacks, such as juice, cereal, toast, and yogurt, to classrooms.~~
8. Assists in providing a quiet and peaceful atmosphere for children to sleep.
9. Assists in preparing children to attend and perform at special events.
10. Observes each individual child's growth and development on a continuous basis; assists in the documentation of each child's growth and development through pictures, anecdotal notes, and sample work.
11. Assists in preparing and maintaining accurate and complete records and reports in accordance with program and state requirements.



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12. Provides feedback regarding observation to Child Development teacher for parent conferences as needed.

13. Performs other duties related to the primary job duties.

### **MINIMUM QUALIFICATIONS**

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*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

#### **CORE COMPETENCIES:**

##### **Environmental Exposure Tolerance**

- Performing under physically demanding conditions
- Accepts and endures the necessity of working in unpleasant or physically demanding conditions
- Shows established adaptation and performance under unpleasant or physically demanding conditions

##### **Safety Focus**

- Showing vigilance and care in identifying and addressing health risks and safety hazards
- Maintains high level of conscientious safety practice

##### **General Physical Ability**

- Using strength, endurance, flexibility, balance and coordination
- Applying motor and perceptual abilities requiring no specific technique, training or conditioning

##### **Professional and Technical Expertise**

- Applying technical subject matter to the job \*\*
- Knows the rudimentary concepts of performing the essential technical operations

##### **Adaptability**

- Responding positively to change and modifying behavior as the situation requires\*\*
- Accept and adjust to changes and the unfamiliar

##### **Innovation**

- Imagining and devising new and better ways of doing things\*\*
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried\*\*

##### **Critical Thinking**

- Analytically and logically evaluates information to resolve problems



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- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions\*\*

### Informing

- Proactively obtaining and sharing information

### Mechanical Insight

- Chooses the right tool for the job
- Applies principles of mechanical advantage to get the work done
- Follows step-by-step assembly procedures, troubleshooting guides, and simple diagrams

### Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs \*\*

### Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work\*\*
- Applies skilled final touches on products

### Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware

### Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

*\*\*Lead, Advanced or Senior Level Positions*

### Education and Experience Guidelines

#### Education/Training:

Equivalent to the completion of high school supplemented six (6) units of college level course work in early childhood education or child development.



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### **Experience:**

Six (6) months of experience working in a licensed child development program assisting in the teaching of infants or preschoolers.

### **License or Certificate:**

Possession of or eligibility to obtain and maintain a Child Development Assistant Permit issued by the California Commission on Teaching Credentialing.

Possession of or ability to obtain and maintain a pediatric C.P.R. Certificate and First Aid Certificate.

Possession of or ability to obtain and maintain a Mandated Child Abuse Reporter Certificate.

Possession of or ability to obtain a Food Handlers permit if required.

### **Equivalency Provision:**

In the absence of six (6) months of experience, possession of or eligibility to obtain and maintain a Child Development Associate Teacher Permit issued by the California Commission on Teaching Credentialing.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein 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 individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed in a child development center; exposure to bodily fluids and communicable diseases; subject to noise from children and equipment operation; frequent interruptions and contact in person with children, parents, students, staff, and others.

**Physical:** Primary functions require sufficient physical ability and mobility to work in a child development center; to stand or sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, reach, and twist; to frequently lift, carry, push, and/or pull light to moderate amounts of weight up to 30 pounds; to occasionally lift, carry, push, and/or pull heavier amounts of weight up to 40 pounds, with or without assistance; to operate classroom equipment requiring repetitive hand movement and fine coordination; to verbally communicate to exchange information; and to occasionally travel to other offices or locations.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

**Hearing:** Hear in the normal audio range with or without correction.