

## Citrus College

## Position Description

Position: Child Development Aide	Position Number:
Department/Site:	FLSA: Non-exempt
Evaluated by:	Salary Range: 17

### Summary

Provides direct care to children and assistance at a day care facility. implements innovative child-centered curriculum and efficient functioning, for a State-funded preschool or infant-toddler child development program While care is custodial in nature, incumbents are required to provide some instructional support.

### Distinguishing Characteristics

The Child Care Aide is the entry-level position in a child care and day care career ladder that ultimately leads to instruction and site leadership. The Extended Child Care Aide is an extension of the Specialists and Teachers and is responsible for accommodating the needs of children in activities from training in proper eating, playing habits, to developing cognitive and motor skills. Advancement beyond this position to an Extended Child Care Specialist requires additional coursework in early childhood education.

### Essential Duties and Responsibilities

- Works with Specialists or Teachers to implement lesson plans and daily activities by providing positive learning experiences for children.
- Assists the Specialist or Teacher in maintaining classroom discipline by observing the activities of the children and maintains order.
- Gives each child individual and special attention each day. Responds to each child's particular needs and characteristics. Insures that all children receive equal attention.
- Reads stories, sings songs, plays records and prepares and organizes materials for children's activities.
- Reports to the Specialist or Teacher any signs of illness or distress observed in the children. Aids in dealing with the situation, as appropriate.
- Provides personal hygiene assistance to children. Physically assists children for short periods of time to accommodate health or mobility needs.
- Prepares teaching aids, labels, charts, bulletin boards and displays as instructed.
- Performs light housekeeping to maintain the room in a safe and orderly manner.
- Assists in planning, preparing and serving simple nutritious snacks.

- Helps to ensure that program policies and procedures are followed at the school site.
- Performs other duties as assigned that support the overall objective of the position.

## **Qualifications**

### **▪ Knowledge and Skills**

Requires a basic knowledge of child guidance principles and practices and an understanding of the goals and objectives of a day-care program. Knowledge of arithmetic, grammar, spelling, language and reading sufficient to assist students with homework or other projects is required. Requires good communication skills to interact with students, staff and parents. General knowledge of basic clerical and record keeping processes is necessary.

### **▪ Abilities**

Ability to perform the essential responsibilities and work tasks of the position. Demonstrated ability to understand and interpret Specialist's or Teacher's instructions in order to assist in instruction-oriented recreation activities of children. Ability to understand the needs and differences of children and to reach and motivate them. Requires the ability to balance emotional support and discipline to deal with behavior problems. Ability to perform clerical and classroom support duties with minimum supervision. Work is performed in a classroom setting, presenting minimal exposure to health or safety hazards. Requires a sensitivity to the dynamics of teen parenting.

### **▪ Physical Abilities**

Requires normal hearing and speaking skills to communicate with staff and students. Requires visual acuity to read numbers and words. Requires the ability to stand and walk for extended periods of time (greater than 2 hours), to lift light to medium objects on an occasional basis (10-25 lbs), and to push or pull lightweight objects.

### **▪ Education and Experience**

The position requires a High School diploma or equivalent. Requires at least six months experience in a pre-or-school-age child enrichment program, childcare setting, volunteer program for children, or 12 college credit hours of coursework in early childhood education.

### **▪ Licenses and Certificates**

May require a first-aid certificate. May require a valid driver's license.

### **▪ Working Conditions**

Work is performed indoors and outdoors with minimal safety hazards, yet some exposure to communicable diseases.