

## Napa Valley Unified School District

## Position Description

Position: Child Development Assistant II	Position Number:
Department/Site: Adult Education	FSLA: Non-exempt
Reports to/Evaluated by: Child Care Program Manager or designee	Salary Grade: 22

### **Summary**

Assists one or more early childhood teachers in the education, care, supervision, and instruction of infant/toddler and pre-school aged children, in classrooms, common areas, and playgrounds at a center dedicated to pre-kindergarten children, and in the community. Maintains and prepares classroom and related environments, materials, and control of forms. Assists in developing play-oriented curriculum.

### **Distinguishing Career Features**

The Child Development Assistant II is the second level of a career path for instruction support specifically assigned to pre-kindergarten children. The Assistant II requires completion of 12 college units in early childhood education and a demonstrated ability to conduct reading and other activities with proper spoken English. Advancement to Associate Child Development Teacher is possible with the education and subject matter listed in its description.

### **Essential Duties and Responsibilities**

- Assists one or more teachers to implement lesson plans by providing positive, play-based learning and reinforcement experiences for children in classroom and community environments.
- Assists with organizing specific activities such as, but not limited to reading stories, basic arts and crafts, individual and group play and games. Assists in maintaining classroom order by observing and focusing the activities and behaviors of the children toward group activities.
- Assists in preparing and modifying play-oriented curriculum to meet needs and challenge children. Gives each child individual and special attention each day. Responds to each child's particular needs and characteristics.
- Gives extended individual attention to children with special mobility needs and cognitive abilities. Talks to, comforts, and gives emotional support to children.
- Reports signs of illness or distress observed in the children. Assists in dealing with the situation, as appropriate.
- May be required to administer medications or other medical procedures after receiving the necessary training and authorization from a licensed healthcare professional.
- Assists in administering a variety of informal and formal assessments and exercises and other screening tools to learn more about each child's grade level.

- Sets up and arranges supplies and equipment used in the classroom or other environment for instruction and projects.
- Prepares teaching aids, labels, charts, bulletin boards and displays. Performs various clerical duties such as maintaining charts and logs, developing and preparing forms, and preparing files and basic correspondence.
- May provide consultation support to children within community preschool settings.
- May assist with recording attendance and obtaining parent signatures. May contact parents regarding a child's attendance.
- Performs other duties as assigned that support the overall objective of the position.

## **Qualifications**

### **▪ Knowledge and Skills**

The position requires basic knowledge of the goals, principles, of and practices for implementing age appropriate child development and guidance in a kindergarten through 6<sup>th</sup> grade environment. Requires a basic knowledge of play-oriented subjects and learning sufficient to assist children with individual and group activities. Requires basic knowledge of child mobility, cognitive, and learning styles. Requires basic knowledge of arithmetic, spelling, language and reading sufficient to assist students with reading, games, and projects. Requires sufficient human relations skills to work cooperatively and exercise patience and sensitivity when interacting with students, staff and parents. May require knowledge of and conversational competency in a second language.

### **▪ Abilities**

Requires the ability to perform the essential responsibilities and work tasks of the position. Requires the ability to understand and interpret an instructor's instructions in order to work with small groups of children, including those with special needs. Requires the 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.

### **▪ Physical Abilities**

Requires the ability to perform work indoors and outdoors in a classroom or playground environment engaged in work of a moderately active nature. Requires normal hearing and speaking skills to communicate with staff and students. Requires near visual acuity to read and write printed materials and observe the activities of children. Requires sufficient ambulatory ability to move about classroom, common area, and playgrounds, assist with presentations, and reach classroom materials. Requires the ability to stand, walk, and sit upright on a floor-level surface for extended periods of time (greater than 1 hour), and to lift, push, and pull light to medium objects on an occasional basis (10-50 lbs). Requires personal appearance, grooming, attitudes, and language patterns that provide a suitable example to children.

### **▪ Education and Experience**

The position requires a High School diploma and 12 college units of Early Child Development, Early Childhood Education or other related field with emphasis on infant to

pre-school age children. Requires one year of experience in a preschool age enrichment program or child care setting.

▪ **Licenses and Certificates**

Requires a valid form of picture identification. Specific certificate defined in the Child Development Permit Matrix established through the California Department of Education. CPR/First Aid certificate with pediatric endorsement.

▪ **Working Conditions**

Work is performed indoors and outdoors with some, yet infrequent exposure to health and safety considerations.