

Napa Valley Unified School District

Position Description

Position: Child Development Assistant I	Position Number:
Department/Site: Various	FLSA: non-exempt
Reports to/Evaluated by: Childcare Program Manager	Salary Grade: <u>20</u>

Summary

Assists one or more teachers in the direct care and supervision of school-aged children at a school site or in an education-oriented child care facility. Assists with play and project oriented learning activities.

Distinguishing Career Features

The Child Development Assistant I provides activity and hygiene assistance to early childhood classrooms. Advancement potential exists to Child Development Assistant II with attainment of 12 semester units of early childhood education curriculum and the ability to assist students with projects and learning-oriented exercises and exploration.

Essential Duties and Responsibilities

- Assists an instructor to implement lesson plans by providing positive play-oriented learning experiences for children.
 - Participates in activities for school aged children that involve interacting with and escorting children.
 - 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.
 - Reports signs of illness or distress observed in the children. Assists in dealing with the situation, as appropriate.
 - Depending on age/development level, performs a variety of child care duties such as preparing snacks as well as planning and setting up learning activities.
 - Sets up and arranges supplies and equipment in the classroom as directed.
- May assist with serving food and snack items.
- Prepares and washes eating utensils, cleaning supplies, eating and work surfaces, restrooms, and other areas in a manner that satisfies sanitation and safety requirements.
 - May assist school-aged children with homework
 - Performs other duties as assigned that support the overall objective of the position.

Qualifications

Knowledge and Skills

The position requires basic knowledge of the principles and practices of age appropriate early child development applicable for an educational setting. Requires a basic

knowledge of instruction methods for infant-to-preschool-aged children. Requires knowledge of basic clerical and record keeping processes. Requires basic knowledge of and skill at using personal computers, games, and other equipment to support play, learning, record information, and send communications. Requires sufficient human relation skills to work productively and cooperatively with teachers, students, and parents in informal settings, to exercise patience when conveying information, and demonstrate sensitivity to the needs of students. May require knowledge of and competency in a second language.

- **Abilities**

Requires the ability to assist teaching staff with implementation of play-oriented instructional activities. Requires the ability to learn to assess the needs of individual students. Requires the ability to conduct informal reading and project circles with individual and small groups of children and assist others with demonstrations of assigned subject matter. Requires the ability to relate positively to students in a learning environment in a way that builds confidence and recognizes socioeconomic and cultural differences among children. Requires the ability to balance children's physical needs, emotional support, and deal with common behavior problems.

- **Physical Abilities**

Requires the ability to perform indoors and outdoor environments engaged in work of primarily an active nature. Requires the ability to sit on a floor with children for extended periods of time and to be actively engaged in play activities. Requires near visual acuity to read and write printed materials and computer screens. Requires hearing and speech ability for ordinary and telephonic conversation, and speak to small groups of children. Requires ambulatory ability to move about office, classroom/laboratory, and school grounds, to assist with play oriented learning exercises. Requires sufficient manual and finger dexterity to point out important words/figures to students, and to operate personal computers. Requires the ability to lift children, carry, push, and move supplies, furniture, etc., of light-to-medium weight (under 50 pounds) on an intermittent basis.

- **Education and Experience**

The position requires the equivalent of a high school diploma, passing of a proficiency exam in reading, math, and writing, and concurrent experience working with school aged children in a play-oriented learning or equivalent environment.

- **Licenses and Certificates**

Requires a valid form of picture identification. Pediatric First Aid and CPR Certificate within 90 days.

- **Working Conditions**

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