

EARLY CHILDHOOD ASSISTANT

DEFINITION

Under general supervision assists the Cal-SAFE Teacher in the management of the Cal-SAFE Program; and performs related duties and responsibilities as required or assigned.

LICENSE REQUIRED

Possession of a valid and appropriate California driver's license.

Possession of a Red Cross standard valid CPR certificate.

Possession of a Red Cross standard valid First Aid certificate.

EXAMPLES OF DUTIES

Assist, and nurtures infants and children in a caring, childcare environment. *E*

Organizes and assists with supervising infants and children in indoor and outside activities. *E*

Works closely with Early Childhood Education parents in feeding and diapering of infants and children as appropriate. *E*

Maintains room in a sanitary, neat, safe, and orderly manner. *E*

Signs in and checks out infants and children to parents and guardians; check and verify proper identification according to established procedures. *E*

Assists the Cal-SAFE Teacher in organizing all components of the Cal-SAFE Child Care Program. *E*

Provides input into the selection and effective use of curriculum materials and instructional supplies. *E*

Maintains current knowledge of the theory and practices of the laws and regulations relating to licensing of childcare facilities (CAC - Title 22, Section 2). *E*

Prepares required reports within time constraints and utilizes appropriate format. *E*

Drafts weekly lesson plans to meet the needs of individual children with team for Cal-SAFE teacher to review and approve. *E*

Performs ongoing observations and journal entries of individual children and records findings on the DRDP-R (Desired Results Developmental Profile-Revised) child assessment tool. *E*

Participates in parent-teacher conferences at least two times per year or more if necessary. *E*

### EXAMPLES OF DUTIES (cont.)

Collaborates with staff regarding curriculum classroom management, professional objectives, and goals. *E*

Attends staff meetings, center events, and other staff development training opportunities. *E*

Assists the teachers and administrators in interpreting the program to parents and the community as requested. *E*

Completes the ITERS (Infant/Toddler Environment Rating Scale) on a yearly basis and discuss findings with all staff and administration to assess the child development center. *E*

Provides input into the department budget. *E*

Performs other duties as assigned by the Cal-SAFE Teacher or designee.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

1. Cal-SAFE Program regulations and their relationship to the regular school program;
2. Physical and emotional development of children;
3. Communication skills using tact, patience, and courtesy;
4. Supervision and training methods;
5. Approved nutrition supplements for pregnant and lactating teens and nutrition plan for infants and toddlers;
6. General needs and behavior of children; and
7. Oral and written communication skills.

#### Ability to:

1. Build and maintain a strong home-school-parent-teacher child care center relationship;
2. Be actively involved with activities appropriate for infants and children;
3. Work well with diverse groups, including site leaders, District personnel, parents, community interest groups, and students;
4. Learn and apply Cal-SAFE requirements including Individual Learning Plans and Desired Result Development Profiles and Infant/Toddler Environment Rating Scale;
5. Maintain rooms in an orderly, safe, neat, and clean manner;
6. Provide input to the Cal-SAFE Child Care Program budget;
7. Learn and apply proper methods and procedures to be followed in a variety of situations;
8. Follow oral and written directions;
9. Perform routine clerical duties;
10. Work independently;
11. Work cooperatively with staff, parents, and community; and
12. Maintain work pace appropriate to given workload.

EDUCATION

Individuals possessing the knowledge, skills, and abilities listed above are considered to possess the necessary education. Eligible for or possess a Child Development Associate Teacher Permit and participation in a formalized training program through the program for infant/toddler care givers as needed.

EXPERIENCE

Experience in infant/toddler care and with teenagers.

WORKING CONDITIONS

Environment:

Child care environment; subject to constant interruptions and interacting with angry or frustrated parents and guardians.

Physical Abilities:

Dexterity of hands and fingers to operate Cal-SAFE child care equipment; hearing and speaking to provide and exchange information; moderate lifting up to 40 pounds; sitting and standing for extended periods of time; seeing to read and assure the accuracy of documents and records.

Revised: 9/87

7/94

1/07