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## **CHILD DEVELOPMENT CENTER TEACHING ASSISTANT**

### **DEFINITION**

Under general supervision, provides assistance in the care, development and instruction of children in the Child Development Center; supports teachers in implementing the curriculum and activities in accordance with District policies and procedures and state regulations; and performs related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Director, Child Development Center. Exercises no direct supervision of staff.

### **CLASS CHARACTERISTICS**

This is a journey-level class that provides care, guidance and developmentally appropriate learning and socialization experiences for children to encourage and facilitate positive physical, intellectual, social and emotional development. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from Child Development Center Teacher in that incumbents in the class provide support to the teachers.

### **EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)**

- Provides primary care giving for infants, toddlers, and preschoolers in the program.
- Supervises children individually and as a group in the classroom and on the playground to prevent injuries; notes any signs of distress and illness and takes appropriate action; administers basic first aid as needed; may administer medications to children per physician orders.
- Ensures maintenance of a clean and safe learning environment including classroom and outside play area; maintains clean and sanitized eating, diapering and napping areas and equipment; assists in cleaning the classroom and playground; maintains emergency supply inventory.
- Supervises the use of the restrooms; changes and launders wet or soiled clothes; changes diapers; assists in toilet training.
- Assists and participates in children's daily activities in and out of the classroom; sets up and disassembles playground equipment and toys; ensures safe indoor and outdoor play activities.
- Performs administrative duties in support of classroom activities; prepares and duplicates a variety of correspondence and other materials; assists in ordering instructional supplies and equipment.
- Performs related duties as assigned.

### **QUALIFICATIONS**

#### **Knowledge of:**

- Practices and methods of instruction, care and supervision of infant, toddler and/or preschool-aged children.

- Concepts of child development and behavior patterns of infant, toddler and/or preschool-aged children.
- Procedures and practices for maintaining classroom and playground safety, including basic first aid.
- Record keeping principles and procedures.
- Applicable federal, state, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Modern office practices, methods, and computer equipment and software relevant to work performed.
- Techniques for providing a high level of customer service by effectively dealing with the public, students, and District staff, including individuals of diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation.

**Ability to:**

- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
- Monitor, supervise and oversee the daily activities and operations of a classroom.
- Create and maintain a safe learning environment.
- Understand and follow all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software, and modern business equipment to perform a variety of work tasks.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to the completion of the twelfth (12<sup>th</sup>) grade and one (1) year of experience working in an early childhood education program.

**Licenses and Certifications:**

- First Aid certification.

**PHYSICAL DEMANDS**

Must possess mobility to work in classroom and playground setting, use playground and standard classroom equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Must possess the physical stamina to bend, stoop, kneel, reach, climb, and walk on

uneven surfaces to participate in instructional and care activities; and push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials, objects, and children, typically weighing 30 pounds, and occasionally up to 100 pounds. Reasonable accommodations will be made for individuals on a case-by-case basis.

### **ENVIRONMENTAL ELEMENTS**

Employees primarily work in a classroom with exposure to moderate to high noise levels and controlled temperature conditions. Incumbents may be exposed to blood and body fluids rendering First Aid and CPR or when tending to children's hygiene.

**Salary Grade:** C1-32

**FLSA:** Non-Exempt

**EEO Code:** H-

**Board Approved:** April 2021