

KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISED/APPROVED DECEMBER 2003
RANGE: 30.5
INSTRUCTIONAL SERIES
CLASSIFIED
CODE: 4,5,7

CHILD DEVELOPMENT CENTER AIDE

DEFINITION

Under direction of a Teacher with supervision and evaluation by Master Teacher, Site Supervisor/ Program Director, Coordinator, and/or Director, to perform a variety of child development activities to assist in the conduct of appropriate learning experiences and in maintaining proper school and classroom environment.

EXAMPLES OF DUTIES

Is aware of the philosophy of the program;

assists in planning and providing age appropriate activities in the area of early childhood education;

becomes involved in the children's work and play throughout the day by talking, interacting, and working with the children;

assists in maintaining a stable emotional climate and sufficient control to insure the well being of children and staff members;

uses respect and sensitivity at all times when communicating with children, both verbally and non-verbally;

assists children to identify and verbalize their concerns and issues;

accepts the child's current level of communication while supporting growth and development of language;

listens to children, and responds to their language/communication;

assists with continuous evaluation of children's progress;

assists in maintaining a safe, healthy and comfortable environment;

utilizes appropriate food handling procedures;

carries out authorized emergency and safety procedures;

follows universal health procedures;

understands the rationale and procedures for Child Abuse reporting and the responsibility for action on mandated reporting;

participates in on-site and off-site learning opportunities;

attends scheduled in-services and parent meetings;

projects a positive attitude about the agency to the community;

participates in parent conferences as requested;

communicates positively with families and refers questions or concerns to the appropriate person;

interprets accurately without editorial comment, (as requested);

assists in the maintenance of a variety of records and files, including confidential student and family records;
maintains and organizes supplies and instructional materials;
assists in the inventory of equipment and supplies, and ensures that they are available and in good repair;
performs other related duties, as assigned.

QUALIFICATIONS

Knowledge of:

Basic methods of child care.

Ability to:

Demonstrate a love for young children;

exhibit a cheerful personality, self-confidence and patience;

adapt to change;

work constructively with people of all cultures;

lift 50 pounds, move quickly, bend, squat, kneel, and sit on floor;

communicate clearly, hear clearly, see clearly, and reach overhead;

obtain, read and understand the personnel handbook, job description and other related materials;

work cooperatively with other staff members, accept supervision and help promote a positive atmosphere in the center;

maintain confidentiality regarding all personal information regarding the children, families and staff.

Experience:

Requires experience with preschool children, either on a volunteer or paid basis.

Education:

A minimum of six post high school semester units in Child Development required.

English and a second language, as required by the assignment at a level sufficient to fulfill the duties to be performed.

Must have completed pediatric CPR and first aid training through an accredited or approved program and hold a current pediatric CPR and first aid certificate or the ability to obtain CPR and first aid certificate within six months of hire date.

Some positions may require proof of privately owned automobile insurance and possess a valid California Motor Vehicle operator's license.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

This position has a probationary period of six months or 130 days, whichever is longer.

ST:rjw

2/10/04

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