

EAST SIDE UNION HIGH SCHOOL DISTRICT

Job Title: Child Care Assistant II

Description of basic functions and responsibilities:

Under the supervision of the Child Development Administrator and/or Children's Center Site Director this position assists in the instructional program of the East Side Union High School District Child Development Centers; maintains a safe, clean and orderly environment to support preschool, infant and toddler's developmental growth.

Supervisor: Child Development Administrator / Children's Center Site Director

Typical Duties:

Participates in curriculum development, planning and implementation for the preschool, infant and toddler program.

Demonstrates effective instructional techniques to high school students, adult education students and student aides.

Maintains a safe, clean, and orderly classroom environment indoors and outdoors. Evaluates the complete classroom environment annually using the Environmental Rating Scale.

Documents children's academic performance utilizing but not limited to the Desired Results Developmental Profile, monthly child observations, and individual child portfolios.

Communicates with parents regarding child's health and development daily and through formal parent conferences, and/or e-mail (if available).

Participates in site staff meetings and program in-service meetings.

Orients substitute teachers/assistants in following established classroom routine/procedures in order to meet individual student needs and maintain a safe and healthy classroom environment.

Participates in professional state, local and district in-service meetings to maintain a current knowledge of child development best practices.

Maintains appropriate program records according to State regulations, recertification, food service documentation, lesson plans, child assessment, attendance, parent fees, and newsletters.

Responsible for the completion and maintenance of the enrollment register and daily verification of the sign-in and out process.

Supports the Child Care Assistant I in the daily program.

Related duties as assigned.

Employment Standards:

Demonstrate strong knowledge of child development principles and how they translate to best practices for young children.

Utilize positive behavior and guidance practices with young children.

Treat students, parents, children and co-workers with courtesy and respect.

Establish and maintain cooperative and effective work relationships with those contacted in the performance of required duties.

Minimum Qualifications:

- Hold and maintain a minimum of a Child Development Associate Teacher Permit
- Minimum of 2 years experience in an early childhood education classroom
- Pediatric First Aid Certificate
- Pediatric CPR Certificate
- Read, write, and speak English at a level sufficient for successful job performance