

East Side Union High School District

Job Title: Child Care Assistant

Description of basic functions and responsibilities:

Under the supervision of the Child Development Administrator and/or Children's Center Instructor this position assists in the instructional program of the District's Children's Centers; maintain a safe, clean and orderly environment to support preschool, infant and toddler's development growth

Supervisor: Child Development Administrator / Children's Center Instructor

Typical Duties:

Participates in curriculum planning and implementation of activities for the preschool, infant and toddler program

Assists as a model in demonstrating teaching techniques to student aides

Incorporates children in the daily preparation and clean up of meals

Assists in other clerical, housekeeping and children's center routines as directed

Preparation of meals

Documents children's performance

Communicates with parents regarding child's health and development

Participates in site staff meetings

Participates in professional state, local and district in-service meetings to keep up-to-date at the Children's Center

Other duties as assigned

Employment Standards

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

Demonstrate willingness to offer and receive suggestions

Help inform the community of the services available to parenting teens

Knowledge of a child's learning process and how to enhance the learning process

East Side Union High School District

Minimum qualifications:

Six units of Early Childhood Education required. Three of the six units will be provided by the District at no cost. The remaining three units will be obtained at an accredited institution.

Infant First Aid Certificate

Infant CPR Certificate

Experience in early childhood education, including meal preparation, preferred

High school diploma or equivalent, such a GED or passage of high school proficiency exams