

KERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: CHILD DEVELOPMENT CENTER ASSISTANT

BASIC FUNCTION:

Under the direction of an assigned supervisor, provide assistance to the teaching staff in the supervision and care of preschool children and infants; provide services relating to child care, food service, and housekeeping.

REPRESENTATIVE DUTIES:

Oversee groups of children in various indoor and outdoor activities; set up and disassemble indoor and playground equipment; assure safe outdoor play. *E*

Supervise the use of the restrooms; change and launder wet or soiled clothes; change diapers; assist in toilet training. *E*

Prepare and serve nutritional snacks and lunches; prepare bottles, formulas and infant meals; assist in preparing and revising basic menus; supervise snack and meal times. *E*

Perform light housekeeping duties including washing dishes, clearing lunch tables, sweeping floors, and emptying waste receptacles; maintain the classroom and outdoor environment in a safe, sanitary, and orderly condition. *E*

Operate a variety of classroom equipment and appliances including a copier, laminator, paper cutter, television, vacuum cleaner, washer, dryer, and microwave; assure proper food storage; sterilize kitchen area; maintain records as required. *E*

Follow center policies and procedures including those for health and safety. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Requirements of maintaining a children's center in a safe, clean, and orderly condition.

Current best practices for inclusive early childhood education settings.

Policies and objectives of assigned program and activities.

Interpersonal skills using tact, patience, and courtesy.

Health and safety regulations.

Principles and practices of personal hygiene.

Sanitation practices related to handling and serving food.

Basic First Aid techniques.

ABILITY TO:

- Monitor the behavior of young children and oversee activities.
- Maintain a children’s center in a safe, clean, and orderly condition.
- Apply basic principles and practices of nutrition.
- Administer basic First Aid.
- Understand and follow oral and written directions.
- Prepare and serve food in accordance with health and safety regulations.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Observe health and safety regulations.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by six semester units of course work in early childhood education or a related field **and** six months of experience working with children in an organized setting. Possession of, or eligibility to obtain and retain, a **Child Development Assistant Permit** issued by the California Commission on Teacher Credentialing.

LICENSES AND OTHER REQUIREMENTS:

- Possession of, or ability to obtain, a valid First Aid Certificate issued by an authorized agency.
- Satisfactory completion of pre-employment physical assessment.
- Satisfactory completion of pre-employment drug testing.

WORKING CONDITIONS:

ENVIRONMENT:

Classroom and playground environment.

PHYSICAL DEMANDS:

Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The chart below indicates the percentage of time spent on each of the following essential physical requirements.

- | | | | |
|----|-------------------------------|----|--------------------------------------|
| 1. | Seldom = Less than 25 percent | 3. | Often = 51-75 percent |
| 2. | Occasional = 25-50 percent | 4. | Very Frequent = 76 percent and above |

- | | | |
|----------|----|--|
| <u>2</u> | a. | Ability to work at a desk, conference table, or in meetings of various configurations. |
| <u>4</u> | b. | Ability to stand for extended periods of time. |
| <u>4</u> | c. | Ability to see for purposes of reading printed matter. |
| <u>4</u> | d. | Ability to hear and understand speech at normal levels. |
| <u>4</u> | e. | Ability to communicate so others will be able to clearly understand a normal conversation. |
| <u>4</u> | f. | Ability to bend and twist, stoop, kneel, run, and crawl. |
| <u>3</u> | g. | Ability to lift <u>50</u> lbs. |

- 3 h. Ability to carry 50 lbs.
- 4 i. Ability to reach in all directions.

This job description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals so classified.