

CLASS SPECIFICATION
Child Care Assistant

GENERAL PURPOSE

Under the direction of the lead Child Care Instructor or Child Care Site Supervisor, to plan and participate in the care, instruction, and supervision of school-age children; assist in the day-to-day operation of the child care and development center; and perform related work as required. This is a grant-funded, part-time, temporary position.

DISTINGUISHING CHARACTERISTICS

Child Care Assistant is a support position; incumbents assist Child Care Instructors and Child Care Site Supervisors in providing instruction and supervision of children participating in our grant-funded child care program.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Organize, supervise, and conduct structured recreational/educational activities for school-age children.
2. Teach the fundamentals of play and sportsmanship.
3. Explain and demonstrate new games, sports, arts and crafts.
4. Assist with homework.
5. Perform related work as assigned.
6. Provide quality customer service

QUALIFICATIONS

Knowledge of:

1. Basic child development principles including the needs of school age children in grades K-8.
2. Approved and effective techniques of child supervision.
3. Basic first aid/CPR.

Ability to:

1. Care about and work well with children.

2. Assist children with routine activities such as homework studies, group sports, games, story time and social activities.
3. Be available to work during weekdays, after school and all day during school vacation periods.
4. Serve as an effective role model for children.
5. Use a high degree of tact, discretion and diplomacy in dealing with sensitive situations and concerned or upset individuals.
6. Establish and maintain effective working relationships with school district staff, parents, students and city staff.
7. Provide quality customer service.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or equivalent, and 6 Units of college coursework in Early Childhood Education (ECE) or Child Development (CD), and a minimum of 6 months paid experience working with children.

Licenses; Certificates; Special Requirements:

A valid California driver's license and the ability to maintain insurability under the City's vehicle insurance policy.

Certificate in Red Cross Basic first aid/CPR (may be obtained within first six months of employment).

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, the employee is regularly required to walk, sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands or arms. The employee frequently is required to walk and stand, lift and push up to 50 pounds. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl. Specific vision abilities required by this job include close vision, color vision, the ability to distinguish basic colors and shades, depth perception and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the employee is regularly required to use oral and written communication skills; read and interpret data, information and documents;

analyze and solve problems; observe and interpret data and situations; learn and apply new skills or information; perform work on multiple concurrent tasks; work under changing deadlines with frequent interruptions; and interact with City officials, management, staff, school district staff, the public and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under classroom conditions, and the noise level can be loud.