

PERALTA COMMUNITY COLLEGE DISTRICT - January, 1982

CLASSIFIED JOB DESCRIPTION

**CHILD CARE ASSISTANT II
(SEIU Local 1021 Salary Range 009)
Job Code: 822**

CLASS PURPOSE

Under immediate supervision, performs a variety of early childhood education related duties.

WORK SCHEDULE

This is normally a full-time position with a work schedule of five days and 40 hours/week. Duties are normally performed 10 months a year. May be required to work some evenings and Saturdays during peak periods, such as registration, audits, fiscal year end, graduation, etc.

EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Participates with the Child Care Specialist in planning and implementing the educational program for a group of children ages two (2) months to five (5) years of age.
- Participates in developing curriculum plans, and identifying instructional materials that focus on individual instructional activities.
- Participates in providing age-appropriate language arts, social studies, cognitive arts, computers, science, art, music and physical development educational experiences for children in the group.
- Participates in in-service education meetings and conferences provided for the Center staff.
- Implements educational program for children during hours the Child Care Specialist is not on duty.
- Participates in evaluation and planning sessions with supervisory and/or Center staff.
- Assures that safety precautions are adhered to.
- Supervises and interacts with the children in the classroom and on the playground.
- Completes State and Center paperwork as assigned by the Child Care Specialist.
- Follows and carries out all State, District and Center policies, procedures and guidelines.
- Performs other related duties as assigned

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MINIMUM QUALIFICATIONS

1. Possession of a Child Development Associate Teacher Permit or a Regular Children's Center Instructional Permit is required as a condition of employment.

OR

2. Completion of a minimum of twelve (12) semester units of course work in early childhood education/child development (exclusive of field work) including at least one course in each of the following core areas:

- child/human growth and development;
- child, family and community, or child and family relations; infant/toddler;
- programs/curriculum

AND

3. Fifty (50) days of experience in an instructional capacity in a child care and development program, working at least three hours per day within the last two years. (Experience may include paid and/or volunteer work.)
4. Knowledge of early childhood education as related to child development and infant/toddler or nursery school programs.
5. Ability to work effectively, within a team structure and relate to parents, students and staff of various ethnic backgrounds.
6. Possession of valid certification in Pediatric CPR, First Aid and health & safety practices.
7. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

DESIRABLE QUALIFICATIONS

- Knowledge of early childhood education as related to child development and infant/toddler and pre-school age programs.
- Ability to work effectively within a team structure and relate to parents, students and staff of various ethnic backgrounds.

MENTAL REQUIREMENTS

- Ability to handle children in an effective and nurturing manner.

ENVIRONMENTAL DEMANDS

- Occasional work performed alone
- Constant work around and with people

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PHYSICAL REQUIREMENTS

- Occasional lifting and carrying up to 65 lbs.
- Occasional twisting of body.
- Occasional use of tactile acuity.
- Frequent standing, walking, stooping, kneeling, squatting, and climbing stairs.
- Frequent use of manual dexterity.
- Frequent use of visual acuity from a distance, with depth, and for color.
- Frequent reaching high and low levels.
- Frequent audio acuity at all ranges, including speech.
- Frequent visual acuity for reading.
- Constant use of clear oral communication.

TOOLS AND EQUIPMENT USED

- Equipment needed to maintain a children's center program and activities.

Revised: January 2008