

## **CHILD CARE ATTENDANT**

### **DEFINITION:**

Under general supervision, assists in providing a quality educational and recreational program and a safe and loving environment for children within a District child care program for school age children; assumes and performs related work as necessary or required.

### **CLASS CHARACTERISTICS:**

Positions in this class assist the Child Care Facilitator in implementing a quality child care program. Incumbents are responsible for providing custodial care, developmentally appropriate educational and recreational activities and supervision for assigned children utilizing considerable independence.

### **EXAMPLES OF DUTIES:**

Plans, organizes, implements and participates in a variety of educational and recreational activities to meet the needs and interests of individual and/or groups of children including, but not limited to, arts, crafts, games, singing, dancing and other special projects; supervises children in outdoor and indoor play activities; *E*

Provides each child the opportunity to develop in a positive environment that enhances and encourages children's social, intellectual, motor, creative and language development; provides guidance, assistance, and encouragement with various projects; assists in promoting self-esteem, self-help skill development and a healthy self-image; *E*

Provides for the supervision and safety of the children as required; responds to children's needs and problems in a patient, caring and sensitive manner; reports health and/or safety concerns to immediate supervisor; *E*

Models appropriate behavior for children; *E*

Assists school age child care participants with homework and school assignments; *E*

Monitors children's behavior and special education needs; watches for signs of neglect or suspected abuse; consults with certificated staff, Child Care Facilitator, and parents regarding children's progress and behavior; reports concerns according to established guidelines; *E*

Maintains a clean, safe, sanitary and orderly child care environment; *E*

Assists with snack and lunch time; prepares and cleans up eating areas; *E*

Provides for physical and personal hygiene needs of children including basic first aid and/or CPR when necessary; may assist in the feeding, toileting and self-help skill development of the child care participants; *E*

*E denotes an essential function of the job.*

Prepares and maintains a variety of records, reports and program materials including attendance, activity participation and receptivity, health, accident and injury reports, routine maintenance, student portfolios and others as assigned;

Stores and monitors inventory of supplies, equipment and materials, notifying supervisor when supplies need to be replenished;

Assists in supervising rest periods;

Attends staff meetings and training;

Perform related duties as necessary or assigned.

**SUPERVISION:**

Daily direction is provided by a Child Care Program Facilitator and general supervision is received from the Child Care Program Supervisor.

Supervision is not exercised over other employees.

**MINIMUM QUALIFICATIONS:**

**Knowledge of:**

General needs and behaviors of children;

Rules of play, craft and game activities;

Appropriate safety and health procedures and precautions;

Correct English usage, including grammar, spelling, punctuation and vocabulary;

Simple record keeping;

Basic mathematics.

**Ability to:**

Provide a clean, safe, and positive environment for child care participants;

Plan and implement a variety of age appropriate children's activities;

Coordinate and participate in activities with groups of children;

Use positive and appropriate methods to maintain appropriate standards of behavior among child care activity participants;

Rapidly learn and apply District and Child Care objectives, policies and procedures;

Establish and maintain effective working relationships with diverse groups, including site leaders, District personnel, parents and children;

Communicate effectively with children and adults, demonstrating poise, patience, sensitivity and understanding;

Understand and carry out oral and written instructions;

Maintain simple records.

**EDUCATION AND EXPERIENCE:**

Graduation from high school or equivalent and passing the Instructional Assistant Competency Examination is required. Prior experience working with school aged children in a classroom, recreational or child care setting is desirable. Course work in Early Childhood Education/Child Development is highly desirable.

**LICENSES REQUIRED**

Prior to employment must have the standard fingerprint clearance by California Department of Justice (DOJ). In addition, fingerprint clearance by the Federal Bureau of Investigation (FBI) is required in accord with Education Code sections 45125, 45125.01 and 49024(a).

Within six months of employment all Child Care Attendants are required to possess and maintain valid current First Aid and Adult/Child CPR Certificates.

**PHYSICAL DEMANDS AND WORKING CONDITIONS:**

The job requires standing, walking, sitting, and physical agility sufficient to move about; frequently lifts, carries, pulls and pushes up to 30 pounds, occasionally up to 50 pounds; frequently stoops and bends; occasionally kneels and bends repeatedly; visual acuity sufficient to see and observe children's activities and behavior, both indoor and outdoor; speech and vocal capacity sufficient to be heard by children in a noisy environment; hearing sufficient to be able to tell when a child is having difficulty or being disruptive. The working environment is both indoors and outdoors exposed to sunlight, wind and weather elements found in a Southern California beach community. Frequent exposure to minor, and on occasion to severe, contagious illnesses, and to noise generated by children involved in activities. Has direct contact with public, children, and other district staff. Employment contingent upon passing physical and back evaluation test.

Revised 5/6/03, 11/9/05

Last revised 11/13/08

Revisions effective 10/14/10