



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



CHILD CARE ATTENDANT

JOB SUMMARY:

Under general supervision of the Child Care Program Supervisor, direction of the Child Care Program Facilitator and in collaboration with the site administrator and staff, 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.

CLASS CHARACTERISTICS:

Positions in this class assist the Child Care Program 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. Incumbents are expected to work with considerable independence to implement District Child Care Program standards and policies in partnership with the school to enhance the educational opportunities and achieve goals of the school.

REPRESENTATIVE DUTIES (*E denotes an essential function of the job.*)

Organize, implement and participate in a variety of educational and recreational activities to meet the needs and interests of individual and/or groups of children; *E*

Provide each child the opportunity to develop in a positive environment that enhances and encourages children's social, intellectual, motor, creative and language development; provide guidance, assistance, and encouragement with various projects; *E*

Provide for the supervision and safety of the children as required during indoor and outdoor activities; respond to children's needs and problems in a patient, caring and sensitive manner;; *E*

Model appropriate behavior for children and assist in promoting a healthy self-esteem; *E*

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

Monitor children's behavior and special education needs; consult with certificated staff, Child Care Program Facilitator, and parents regarding children's progress and behavior; *E*

Utilize appropriate behavior management strategies and techniques as needed; *E*
As a mandated reporter, watch for signs of neglect or suspected abuse; report any concerns according to established guidelines; *E*

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

Assist with meal times; prepare and clean up eating areas; *E*

Administer basic first aid or CPR as needed, perform other health and safety related functions; notify appropriate personnel of health related issues as necessary; *E*

Prepare and maintain a variety of records, reports and program materials and perform a variety of clerical tasks;

Attend staff meetings and training;

Perform other duties as required to accomplish the objectives of the position.

SUPERVISION:

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 age appropriate behaviors of children;
- Rules of play, craft and game activities;
- Child development and appropriate behavior modification methods;
- Appropriate safety and health procedures and precautions;
- English usage, including grammar, spelling, punctuation and vocabulary;
- Modern office methods, procedures, terms, and equipment, including a working knowledge of the use of personal computers, word processing, spreadsheet, database, email and internet computer applications;
- Basic 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;
- Operate various office equipment, including data and word processing equipment and software programs;
- 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;
- Work independently, understand and carry out instructions;

- Maintain accurate records;
- Establish and maintain effective interpersonal relationships using tact, patience, courtesy and respect.

EMPLOYMENT STANDARDS:

Education:

- High school diploma or equivalent;
- Passing the Instructional Assistant Competency Examination;
- Some post-secondary education in child development or early childhood education is desirable.

Experience:

- Prior paid or unpaid experience working with school aged children in a classroom, recreational or child care setting is 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 two (2) months of employment all Child Care Attendants are required to possess and maintain valid current First Aid and Adult/Child CPR Certificates.

All the above certificates must be maintained as a condition of continued employment.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Revised 5/6/03, 11/9/05, 11/13/08, 10/14/10, 8/9/12, 4/11/13
Job Description Review and Revisions Effective: 8/13/15