



COVINA-VALLEY

UNIFIED SCHOOL DISTRICT

December 2003

CHILD CARE AIDE

BASIC FUNCTION

Under the direction of the site supervisor and teacher, assist in a variety of classroom activities for children ages two months through twelve years old in a child care program.

DISTINGUISHING CHARACTERISTICS

This position is established to assist in the care and supervision of children in the child care program and is distinguished from Instructional Aide positions in that the primary responsibility is to assist in the general care for the whole child whereas Instructional Aides are responsible to assist in formal instruction. In addition, this position differs from the Child Care Aide-Adult School job class in that the Adult School job class is responsible for clerical duties.

REPRESENTATIVE DUTIES

Essential Duties:

Assists in arranging room and play material to accommodate the daily schedule; assists in maintaining a neat, orderly, and attractive learning environment. Assists in preparing games and play materials such mixing paint, making play dough, and assembling props for daily activities.

Under the supervision and direction of the teacher conducts appropriate individual, small, and large group activities to foster social, physical, and cognitive development. Guides children in recreational and learning games and activities.

Supervises and interacts with children during classroom activities, to ensure their safety and well being. Assists the teacher in creating a nurturing and culturally sensitive environment where children can develop to their fullest potential.

Attends to the physical needs of the children such as diapering, feeding, toileting, resting. Assists children with development of self-help skills.

Supervises students at play, directing play activities and the use of play equipment; observes and reports safety hazards; prevents children from engaging in unsafe activities.

Other Duties:

Perform related duties as assigned.

(REF. E-2)

KNOWLEDGE AND ABILITIES

Knowledge of:

Learning activities appropriate for infants and young children (0-12 years old).
Principles and practices of early childhood development including growth, development, child behavior characteristics, and proper care/discipline.
Modern childcare practices and procedures.
English usage, punctuation, spelling and grammar.

Ability to:

Demonstrate an understanding, patient, warm and receptive attitude towards infants, preschool, and school age children.
Lift infants and toddlers and perform diapering, feeding, toileting, etc. needs of infants and preschool children.
Communicate effectively, orally and in writing, with all socio-economic levels, understanding cultural differences and language barriers.
Understand, interpret, and apply rules, regulations, standards, and procedures.
Establish and maintain cooperative working relationships with those contacted in the course of work.
Understand and follow oral and written instructions.

EDUCATION AND EXPERIENCE

The knowledge, skills, and abilities required for this classification would typically be acquired through graduation from high school or possession of a high school equivalency certificate; experience working in an early childhood learning environment is preferred. Completion of Early Childhood Education units is preferred as well.

This position will be paid on the appropriate step of the Classified salary schedule:

Range 123

School Year*

**Excludes certain positions based at the Covina-Valley Children's Center*