

JOB TITLE: CHILD DEVELOPMENT CENTER AIDE**BASIC FUNCTION**

Under direction, to assist the teacher in the conduct of a teenage parenting program; to provide services to children newborn to age three; to conduct instructional activities with young mothers; to perform routine clerical, housekeeping and supportive tasks for instructional personnel; and other related work as required.

ESSENTIAL JOB FUNCTIONS

- Assists instructional personnel with the presentation of learning materials and in the conduct of instructional activities.
- Assists in the management of behavior through the use of positive strategies and techniques.
- Provides guidance to children as needed.
- Participates in the preparation and serving of meals and snacks, and in the cleanup of food preparation and serving areas.
- Assists in teaching and instructing teen age mothers in child nutrition, hygiene, and infant care.
- Assists in establishing standards of child behavior and use a variety of behavior modification, reinforcement and other behavior-shaping strategies.
- Discusses children's behavior with teacher and teen mothers.
- Helps children meet their physical needs, e.g., toileting and diapering.
- Prepares bulletin boards.
- Assists in maintaining an orderly, attractive and positive learning environment.
- Performs various housekeeping activities such as cleaning up after children, sweeping, mopping, and cleaning bathrooms, sinks, toilets, dishes, outside equipment and toys.
- Runs errands.
- Lifts, holds, calms and nurtures young children.
- Administers routine first aid as needed.

JOB REQUIREMENTS – QUALIFICATIONS**Skills, Knowledge and/or Abilities Required:**Skill to:

- Establish and maintain cooperative and effective working relationships with children and teen mothers.
- Analyze situations and adopt an effective course of action while exercising good judgment.
- Follow oral and written instructions.

Knowledge of:

- Basic concepts of child growth and development.
- Children behavior management strategies and techniques.
- Basic housekeeping methods.
- Simple record keeping.
- Effective interpersonal and communication skills.

Ability to:

- Determine the needs of infants and small children.
- Speak clearly and concisely.
- Perform physical labor including lifting children and performing housekeeping activities.
- Maintain simple records.
- Understand and carry out oral and written directions.
- Establish and maintain positive and effective working relationships.
- Promotes team building and a positive work environment.
- Adapt easily to work assignments, additional priorities and new procedures.
- Receive constructive criticism and modify work appropriately.
- Prioritize and identify needs and solve problems independently as appropriate.
- Suggest procedural improvements to superior as appropriate.
- Maintain high level of professionalism in keeping the needs of customers a top priority.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical activities that this position classification must perform in carrying out the essential job functions.

- Persons performing service in this position classification frequently may be required to lift up to 40 or more pounds, to carry, push, pull or otherwise move objects.
- This type of work involves standing and walking for long periods of time, bending, sitting, stooping and reaching; and the manual dexterity to handle items, and operate related equipment.
- Perceiving the nature of sound, near and far vision, visual acuity, depth perception, providing and responding to oral information are important aspects of this position.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of this position.

EXPERIENCE AND EDUCATION REQUIREMENT

Any combination of experience and training that would likely provide the required knowledge and skill may be qualifying. A typical way to obtain the required knowledge and skill would be:

Experience:

Six months working with children or infants in an organized setting; experience with high school age girls in an institutional setting is desirable.

Education:

Equivalent to the completion of the twelfth grade supplemented by at least six units in child development, or a closely related field. Training or coursework in Infant/Toddler Development is highly preferable. Education can also be supplemented by participation in conferences, workshops, or institutes relating to early childhood professions.

LICENSE AND/OR CERTIFICATE REQUIREMENT

- Possession of a California Children's Center Permit, authorizing service as an Assistant.
- Possession of a current American Red Cross First Aid Certificate and a current Community C.P.R. Certificate.