

**JOB TITLE: CHILD CARE ATTENDANT I**

### **BASIC FUNCTION**

Under close direction, to assist other child care personnel in the supervision of children and the conduct of a variety of play, craft, and game activities; to perform child care support and follow-up activities; and to do other related work as required.

### **ESSENTIAL JOB FUNCTIONS**

- Assists in the planning and conduct of childcare activities following a prescribed plan developed in cooperation with child care personnel.
- Assists in evaluating and determining the skill and maturity levels of child care participants in determining the appropriateness of play, craft, and game activities.
- Instructs groups of children in game and play activities.
- Performs a variety of craft and special project activities.
- Issues and collects equipment, craft supplies and game materials.
- Aids in maintaining appropriate standards of behavior.
- Assists in the set-up and arrangement of materials, supplies and equipment for game and craft activities.
- Assists in the preparation and distribution of simple meals or snacks for participants.
- Participates in the planning, organization and implementation of self-directed game activities.
- Performs a variety of cleaning and housekeeping functions in maintaining the facility in a clean, safe and sanitary condition.
- Inspects and reviews game activity areas and equipment to ensure that the play and game activities are conducted in a safe and non-hazardous environment.
- Maintains records concerning participation in the child care program when necessary.
- Administers routine first aid and seeks assistance for serious illness or injury situations when necessary.
- Assist in feeding, toileting and self-help skill development of the child care participants when necessary.
- May interact with parents of participants.
- May assist children with homework.
- May be required to work a split shift in a divided workday.

### **JOB REQUIREMENTS-QUALIFICATIONS**

#### **Skills, Knowledge and/or Abilities Required:**

##### Skill to:

- Communicate satisfactorily in oral and written form.
- Maintain simple records and prepare complete and concise reports.
- Effectively follow up child care program plans.
- Establish and maintain positive and effective working relationships.
- Work cooperatively with adults and children.

##### Knowledge of:

- Basic concepts of child behavior characteristics and child development.
- Behavior management strategies and techniques.
- Play, craft, and game activities.
- Equipment, supplies and materials used in a child care program.

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Ability to:

- Demonstrate an empathetic, patient, and understanding attitude with various levels of child care participants.
- Understand and carry out oral and written directions.
- Work courteously and tactfully with co-workers, public and parents.
- 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.
- Skillfully handle difficult situations using good judgment.
- 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 aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 20 to 40 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work involves walking or standing most of the time, but may involve bending, squatting, stooping, stretching or sitting for brief periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the physical skills to operate equipment related to the duties, and work with various materials and objects are important aspects of this job.

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

**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

Experience:

Six months experience in a child care setting.

Education:

Equivalent to the completion of the twelfth grade.

**LICENSE AND/OR CERTIFICATE REQUIREMENT**

Possession of a current American Red Cross First Aid Certificate and a current Community C.P.R. Certificate.