I. Position Title
Child Development Assistant II

II. Position Description
Assists, tutors, and trains students individually or in groups following a prescribed course of study as directed by instructional staff; assist the teacher in routine clerical duties; and do related work as may be required.

III. Example of Duties/Responsibilities

A. Tutor individual or small groups of students-E
B. Reinforce or follow-up on the teacher’s lessons by reading or telling stories
C. Assist children with review of various subject matter, playing, playing games, demonstrating arts and crafts projects and selection of books and resource materials-E
D. Assist teacher in planning, organizing and managing a classroom environment designed to promote the physical, cognitive, emotional creative and social skills of assigned students-E
E. Assist teacher in supervising playground activities and in maintaining order-E
F. Assist in the evaluation of the instruction and the student’s progress and problems
G. Assist with supervising rest and nap periods-E
H. Perform a variety of classroom related clerical duties, such as taking rolls, maintaining records and files, collecting monies, filling out forms and applications, correcting papers, typing and duplicating materials
I. May follow teacher’s lesson plans and assist teacher in preparation of plans or develop own plan based on teacher’s direction and explanation of the student’s needs
J. Accompany students on field trips-E
K. Participate in meetings and in-service training-E
L. Perform other related duties as assigned

(E) - Essential

IV. Minimum Qualifications

Knowledge of:
• General needs and behavior of children
• Correct English usage, spelling, grammar and punctuation
• Operation of standard office equipment
• Basic psychology in the growth and development of children

Ability to:
• Read and comprehend reading materials proficiently
• Understand and apply rules, regulations, procedures, and policies
• Establish and maintain effective working relationships with students, parents, staff, teachers and administrators
• Communicate effectively, using correct pronunciation and grammar
• Make standard arithmetic calculations rapidly and accurately
• Keep records, perform clerical tasks of a routine nature
• Typing may be required of some assignments

**Education and Experience**
• Education: Graduation from High School or equivalent. **Must have twelve (12) semester units of Early Childhood Education from an accredited college or university** and must submit proof at time of application.
• Experience: Individuals possessing the knowledge and abilities listed above are considered to possess the necessary education and experience.

**Working Conditions**

**Environment**
• School classroom

**Physical Abilities**
• Seeing to monitor student behavior during classroom activities
• Hearing and speaking to provide assistance and information related to classroom assignments
• Dexterity of hands and fingers to operate equipment
• Bending at the waist and kneeling

**Hazards**
• Exposure to cooking, cleaning equipment

Revised: Negotiations 04/23/02
pjh