

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
- 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

- Persons performing service in this position classification will be expected to perform medium work, which involves lifting no more than 50 pounds at a time with frequent lifting or carrying of objects weighing up to 25 pounds. If someone can do medium work, we determine that he or she can also do sedentary and light work. *(Per the Code of Federal Regulations – Section 404.1567 “Physical Exertion Requirements”)*

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

EXPERIENCE AND EDUCATION REQUIREMENT

Experience:

Six (6) 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 High School, supplemented by at least six (6) 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 current American Red Cross First Aid and community C.P.R. certificates