

VISTA UNIFIED SCHOOL DISTRICT

CHILD DEVELOPMENT ASSISTANT I

DEFINITION

Under general supervision, to assist in the supervision, teaching, and instruction of infant and preschool children in social, behavioral, manipulative, and language development skills in a Child Development Center; to organize and conduct instructional and training programs; to assist in the development of parenting skills for teen age parents; and to do other related work as required.

ESSENTIAL DUTIES

Organize and participate in instruction, motivation, and guidance to infant and toddler children in the development of social, behavioral, motor, manipulative, and language development skills.

Participate and use program guidelines in developing lesson and instructional plans for teen parent parenting skills.

Assist in providing a variety of experiences in the development of social and communication skills, and in participation in age appropriate activities.

Prepare, develop, and use a variety of instructional aids and materials in the conduct of instructional and training processes.

Provide for the physical needs of the center children, including diaper changes, washing and cleaning, toilet training, feeding, and preparing nap areas.

Participate in the preparation and serving of meals and snacks, and in the cleanup of food preparation and serving areas.

Role model proper child nutrition, hygiene, and infant care.

Assist in establishing standards of child behavior and use a variety of behavior modification, reinforcement and other behavior-shaping strategies.

Perform light housekeeping functions in maintaining the center equipment, bedding, cooking and eating utensils in a clean and sanitary condition.

Observe children to detect signs of ill health, and emotional issues and concerns.

Evaluate child growth and progress and assist in the preparation of written evaluation reports.

Meet with parents to discuss pupil progress and observed problem areas.

QUALIFICATIONS

Knowledge of:

Methods, techniques, and strategies pertaining to the instruction of infant and preschool children; Child growth and development principles and theories;

Instructional goals and objectives related to infant and early childhood education;

Planning and organization techniques and methods;

Behavior management and shaping methods, strategies, and techniques;

Educational materials, supplies, and equipment typically utilized in a children's center program.

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Ability to:

Assist in the planning, organization, and implementation of an effective and efficient instructional and training program for Child Development Center participants;
Provide effective learning activities for children and teen age mothers experiencing a wide range of socio-economic and cultural backgrounds and exhibiting varying levels of intellectual, social, and emotional maturity;
Effectively assess the educational needs of Child Development Center children;
Provide a warm, attractive, and inviting learning environment;
Communicate effectively in oral and written form;
Understand and carry out oral and written directions;
Establish and maintain cooperative working relationships.

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 sitting a portion of the time, but will involve walking or standing for brief periods.

Perceiving the nature of sound, near and far visual acuity, depth perception, providing oral information, and possessing the manual dexterity to operate business related equipment and to handle and work with various materials and objects are important aspects of this job.

Must have a full range of motion in the upper extremities.

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

EXPERIENCE AND EDUCATION

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

Experience:

One year of experience in a Child Development Center, preschool, or early childhood education program.

Education:

Equivalent to the completion of the twelfth grade, including six units of Early Childhood Education and Child Development course work from an accredited educational institution.

CERTIFICATE REQUIREMENT

Possession of a valid first aid certificate by a recognized agency, including CPR training.