



Inst Asst 0 / Child Care

Purpose Statement

The job of Inst Asst 0 / Child Care is done for the purpose/s of providing support to the instructional program within assigned classroom with specific responsibility for organizing and directing age-appropriate activities for preschool or school age students while parents or siblings attend class; serving snacks; providing assistance with homework; attending to physical needs; and assisting in maintaining a clean and safe learning environment for children.

This job is distinguished from similar jobs by the following characteristics: May work after regular school hours; may work with toddlers or preschoolers.

This job reports to Teacher

Essential Functions

- Assists the site supervisor with lesson planning and/or age appropriate activities by working with individual or small groups of children (e.g. games, art, music, science, language, nutrition, playground, washing hands, etc.) for the purpose of presenting and/or reinforcing learning concepts.
- Assists infants and toddlers (e.g. diapering, toilet training, feeding, etc.) for the purpose of addressing personal care needs.
- Communicates with site supervisor for the purpose of conveying and/or receiving information required to perform job functions.
- Distributes and collects instructional and/or play materials for the purpose of insuring that materials are age appropriate and accounted for.
- Monitors individual and/or groups of students in a variety of settings (e.g. snack time, group or individual games, playground activities, quiet time, etc.) for the purpose of providing a safe and positive learning environment.
- Monitors and Maintains site facilities (e.g. furniture, floors, white boards, equipment, supplies, etc.) for the purpose of providing a safe learning environment; accounting for school property; and/or meeting mandated requirements.
- Organizes quiet or active, age appropriate indoor and/or outdoor activities for the purpose of providing a quality child care program.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Prepares nutritional snacks, lunches, bottles, etc. for the purpose of complying with established guidelines.
- Transfers children directly from/to parents or designee for the purpose of ensuring safety of children and meeting the District requirements.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single tasks using existing skills. Specific skill based competencies required to satisfactorily perform the functions of the job include: apply pertinent policies, regulations and/or laws; preparing and maintaining accurate records; and operating standard office equipment including pertinent software applications.

KNOWLEDGE is required to perform basic math; read and follow instructions; and understand written and oral

instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: appropriate codes, policies, regulations and/or laws; age appropriate activities; and stages of child development.

ABILITY is required to schedule activities; collate data; and use basic, job-related equipment. Flexibility is required to work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with others; work with specific, job-related data; and utilize specific, job-related equipment. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining constructive relationships; adapting to changing work priorities; maintaining confidentiality; and working flexible hours.

Responsibility

Responsibilities include: working with immediate supervision; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to effect the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 30% sitting, 20% walking, and 50% standing. The job is performed under minimal temperature variations.

Experience: Job related experience is desired.

Education: No specific education level is required.

Equivalency:

Required Testing

Certificates and Licenses

Continuing Educ. / Training

Clearances

FLSA Status

Approval Date

Salary Grade

Non Exempt