

Escondido Union High School District Job Description

Job Title: Cal-SAFE Child Care Assistant
Employee Unit: Classified Bargaining Unit
Job Family: Instructional Support
FLSA Status: Nonexempt
Salary Level: Range 16
Approved By: Board of Education
Approved Date: 11/10/2020

NATURE OF WORK

Provide infant/toddler services for pregnant and parenting students. Support and assist Child Care Attendant in the implementation of activities, supervision and care of infant/toddlers of students enrolled in the facility by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Assists Child Care Attendants in maintaining appropriate records and documents for Cal-SAFE and its affiliate programs, including any documents and records required for licensing, state and federal regulations and guidelines.

Assists Child Care Attendants in the implementation of curriculum and daily activities to ensure that physical and developmental needs of infants/toddlers are met.

Assists Child Care Attendants in the monitoring, caring, and supervision of daily activities of infants/toddlers. In the course of assisting Child Care Attendants, duties may include, but are not limited to, the preparation and serving of meals and refreshments, bottles, changing diapers, playground, toileting, and regulating rest periods.

Assists Child Care Attendants in maintaining positive and effective discipline.

Exchanges information with childcare staff and parents for the benefit of the infants/toddlers.

Maintains a safe and clean learning environment including, but not limited to, the organizing and cleaning of toys, cleaning and clearing of dishes, creation of labels, inventory of supplies, preparation of classroom for daily use.

Updates logs and records as required.

Attends meetings, in-services, training, conferences, as directed.

Performs housekeeping duties including, but not limited to, the changing of bed linens and laundering, as required, to maintain a healthy and clean environment for infants/toddlers.

Maintains the confidentiality of students and children, including any records and files.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); six (6) units of Early Childhood Education/Child Development (including three (3) units of Infant/Toddler coursework)
Some experience working with infants and toddlers requested.

LICENSES AND CERTIFICATES:

Infant/Toddler CPR and First Aid
Valid Child Development Permit (Assistant of higher) issued by State of California
Valid Food Handler Card

KNOWLEDGE OF:

Principles and practice of early childhood development; child development regulations; child guidance principles and practices; health and safety regulations;
Licensing, State and Federal guidelines pertaining to child care (Title V and Title 22);
Computer programs; i.e. Microsoft Word, Outlook.

ABILITY TO:

Establish and maintain patient, gentle, supportive and cooperative working relationships with infants, toddlers, parents and staff; ensure infants/toddlers are not harmed during daily practices; perform clerical duties; read standard instruction manuals; understand and carry out written and oral directions; communicate orally and in writing; operate standard office and cleaning equipment (washer and dryer, etc.); perform record keeping; meet multiple concurrent demands; model positive interactions, skills and behavior among students and their children.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 45 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Possible exposure to childhood communicable diseases.

The noise level in the work environment is usually moderate.

COMMENTS

As a representative of the Escondido Union High School District, the individual assigned to this

position must maintain a professional, caring, helpful attitude at all times. In addition, the employee must maintain personal hygiene and appearance, and must demonstrate a willingness and ability to work with families, parents, young children and infants. Must be committed to providing a clean, healthy, happy, and caring environment for our clients.