

**Escondido Union High School District
Job Description**

Job Title: Cal-SAFE Child Care Attendant
Employee Unit: Classified Bargaining Unit
Job Family: Instructional Support
FLSA Status: Nonexempt
Salary Level: 18
Approved By: Board of Education
Approved Date: 11/10/2020

NATURE OF WORK

Provides infant/toddler services for pregnant and parenting students. Organizes and leads activities for infants and toddlers of students enrolled in the facility by performing the following duties.

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

Provides quality care for infants and toddlers enrolled in Cal-SAFE and its affiliate programs according to licensing, state, and federal regulations, guidelines, and requirements.

Maintains appropriate records and documents for Cal-SAFE, and its affiliate programs according to licensing, state, and federal regulations, guidelines, and requirements; compiles necessary records and documents for reports as required.

Prepares and collects necessary infant/toddler assessment data to comply with licensing, state, and federal regulations, guidelines, and requirements.

Organizes, creates, and develops lesson plans and activities, participates in games, reads to infants/toddlers, teaches them simple painting, drawing, handwork, songs, and similar age-appropriate activities as required.

Supervises infants/toddlers at play, both indoors and outdoors.

Directs infants/toddlers in proper behaviors of eating, resting, and toileting.

Helps children develop cleanliness habits such as picking up and putting away toys and caring for one's own clothing.

Maintains effective and positive discipline.

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

Prepares and serves meals and refreshments, including bottles, for infants and toddlers. Monitors, feeds, regulates rest periods, and changes diapers for infants and toddlers.

Utilizes district vehicle to conduct home visits, as needed.

Shops for groceries for children's lunches and snacks, as needed.

Assists school-age parents in learning to care for their children.

Keeps records of children's immunizations, enrollment, and developmental process for review by Cal-SAFE Program Coordinator and/or Childcare Coordinator for program.

Assists school-age parents in completing and monitoring children's development.

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

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); twelve units of Early Childhood Education/Child Development (six (6) may be earned concurrent with employment, prior to permanent status being achieved); one-year practical experience dealing with the care of infants and toddlers.

LICENSES AND/OR CERTIFICATION

Valid Child Development Permit (Associate Teacher or higher) issued by the State of California

Infant/Toddler CPR and First Aid

Valid California Driver's License

Valid Food Handler Card

KNOWLEDGE OF:

Child development; care of infants and toddlers;

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.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; operate standard office and cleaning equipment (washer and dryer, etc.); write routine reports and correspondence; communicate orally and in writing; apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; deal with problems involving several concrete variables in standardized situations; 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 50 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.