

**Escondido Union High School District  
Job Description**

**Job Title:** Lead 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:** 10/16/07

**NATURE OF WORK**

Coordinates, organizes and leads activities of infants and/or toddlers in playrooms operated for children of students enrolled in teenage parent class or Adult Basic Education Classes, by performing the following duties.

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

Develops plans for children's learning experience to coincide with parent curriculum.

Inventories and purchases or orders supplies for Nursery, Toddler Room and Pre-kindergarten rooms as necessary.

Prepares child's assessment/progress reports.

Helps children remove outer garments.

Organizes and participates in games, reads to children, and teaches them simple painting, drawing, handwork, songs, and similar activities.

Supervises toddlers at play both indoors and outdoors.

Directs children in eating, resting, and toileting.

Helps children develop habits of caring for own clothing and picking up and putting away toys and books.

Maintains discipline.

Serves meals and refreshments to children and regulates rest periods.

Cares for infants by changing diapers, feeding and monitoring.

Prepares food for infants and toddlers.

Shops for groceries for children's lunches and snacks.

Assists parents in learning to care for their children and in completing and monitoring children's development.

Keeps records of children's immunizations, enrollment, developmental process for review by certificated director of the program.

Performs housekeeping duties as required to maintain healthy, clean environment for infants and toddlers, including changing bed linens and laundering.

### **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); minimum of 24 units of child development; minimum one year of experience with infants, toddlers and preschool children.

### **LICENSES AND/OR CERTIFICATIO**

Must maintain appropriate Child Development Permit issued by the State of California.

### **KNOWLEDGE OF:**

Children's center or state preschool instructional/tutorial procedures and practices; Microsoft computer applications, including Microsoft Word, Excel, GroupWise; record-keeping and report preparation techniques; oral and written communication skills; interpersonal skills using tact, patience and courtesy.

### **ABILITY TO:**

Ability to read and understand documents such as safety rules, operating and maintenance instructions, procedure manuals, academic literature; write lesson plans, reports and correspondence; speak effectively in one on one situations and before groups of students, other employees, children of students; solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; understand a variety of materials furnished in written, oral, diagram, or schedule form.

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

### **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 walk; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to stand, sit, climb or balance, and taste or smell. The employee must regularly 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, color vision, peripheral vision, depth perception, and 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.

While performing the duties of this job, the employee is regularly exposed to fumes or airborne particles. The noise level in the work environment is usually moderate.

**COMMENTS**

As the lead person in providing child care to children of students, this individual must demonstrate an ability to get along well with a variety of personalities and to present lesson materials to other employees for implementation in a positive manner. Must be able to direct the work of others and exhibit organizational skills that enable him/her to carry out full responsibilities of a Child Care Attendant and the additional responsibilities of a Lead Child Care Attendant. 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 young children and infants. Must be committed to providing a clean, healthy, happy, and caring environment for children of students.