

DESERT COMMUNITY COLLEGE DISTRICT

CHILD DEVELOPMENT CENTER AIDE

BASIC FUNCTION

Assists in providing care, guidance and developmentally appropriate learning and socialization experiences for infants, toddlers, and or/preschool aged children to encourage and facilitate positive social and cognitive learning. Duties are carried out in a learning laboratory classroom setting with District Child Development and Education students.

SUPERVISION RECEIVED

Receives general supervision from the Child Development Center Director or Area Supervisor.

REPRESENTATIVE DUTIES

1. Assists in providing care, guidance and developmentally appropriate learning and socialization experiences in language development, physical and motor development, reading and math readiness, art, music, nutrition, health, and safety to children ages 12 months to five years; helps to maintain a stimulating and supportive environment for children; encourages positive learning, eating and communication skills by modeling appropriate behaviors.
2. Models appropriate teaching methods and techniques and positive adult/child interactions; takes attendance; assist in supervision of playground activities; accompanies classes on field trips; may prepare and/or set out snacks and/or meals; sits with children at meals/snacks and models healthy eating habits; may take meal counts; Assists in supervising children individually and as a group.
3. Assists in maintaining a clean and safe learning environment; checks the classroom and outside play areas to ensure cleanliness and safety; assists in cleaning the classroom and playground; supervises children to prevent injuries; provides basic first aid as needed; diapers children and may wash and dress children in the event of an accident; sets out and disinfects nap mats; washes dishes and launders bedding, clothing, and supplies.
4. Operate a variety of classroom and office equipment, including but not limited to, copy machine, computers and assigned software.
5. Attends meetings, training sessions and workshops as required.
6. Reports suspected child abuse as reported by law.
7. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Practices and methods of instruction, care and supervision of infant, toddler and/or preschool-aged children in a learning laboratory classroom setting.
2. Basic concepts of child development and behavior patterns of infant, toddler, and preschool-aged children.
3. Procedures and practices for maintaining classroom and playground safety.

Ability to:

1. Maintain confidential student records and files.
2. Communicate clearly and effectively orally and in writing.
3. Correct English usage, including spelling, grammar, and punctuation.
4. Understand and follow written and oral instructions.
5. Use tact, discretion, courtesy, and patience in dealing with sensitive and difficult individuals and situations.
6. Establish and maintain effective working relationships with District management, administrators, staff, teachers, ECE students and instructors, parents, children, and others encountered in the course of work.
7. Learn the policies, procedures, activities, and programs of the assigned area.
8. Provide lead direction to short-term staff and/or student workers.

9. Demonstrate clear evidence of sensitivity and understanding of the diverse academic, socioeconomic, disability, and ethnic backgrounds of students, staff, and the community

Education and Experience:

Graduation from high school and completion of six (6) semester units of early childhood education or child development coursework; and six (6) months of experience working with children in an organized setting..

LICENSES AND OTHER REQUIREMENTS

Possession of, or ability to obtain, a valid First Aid Certificate issued by an authorized agency.

WORKING CONDITIONS

Environment: Classroom setting, and the noise level is occasionally moderately loud. Lift up to 50 pounds; frequently change physical positions; move quickly; walk and/or stand for extended periods of time; sit at children's eye level; stoop, bend, twist, and reach; hear a child calling for help; see a child on the playground or in the classroom.

EMPLOYMENT STATUS

Classified Bargaining Unit

Range 5

BOT Approved: 7/25