

## **TORRANCE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: CHILD DEVELOPMENT PROGRAM ASSISTANT-TIER I/TIER II**

#### **BASIC FUNCTION:**

Under the direction of assigned supervisor, assist in the supervision, care, and instruction of children between the ages of eight (8) weeks to ten (10) years of age.

#### **DISTINGUISHING CHARACTERISTICS:**

The Child Development Program Assistant-Tier I/Tier II is the entry-level position for individuals with Early Childhood Education (ECE) in the District's Children's Center responsible for assisting with developmentally appropriate educational and recreational program activities for preschool and elementary-aged children; assuring that activities are carried out in accordance with established policies and procedures; making sure that activities are relevant to the age of the children assigned, and that discipline and safety procedures are maintained in an appropriate manner. Tier II positions have six (6) units of Early Childhood Education (ECE) or Child Development (CD).

#### **REPRESENTATIVE DUTIES:**

Provides assistance in the planning, organizing, scheduling and supervision of program activities, field trips, cultural events, social experiences, homework, nap room outdoor play, parental and community involvement, and related activities. *E*

Assists in the preparation of educational and recreational activities for children between the ages of eight (8) weeks to ten (10) years of age. *E*

Supervises the children's use of equipment and materials including, but not limited to, the manner in which the children participate in nutritional experiences. *E*

Assists the child development staff with child evaluations by observations and anecdotal records. *E*

Assists in setting up, organizing, and maintaining equipment and supplies. *E*

Changes diapers, prepare formula, feed infants and perform a variety of other duties required in the care of infants. *E*

Enforces Children's Center, Infant Center, or similar center rules, and reports any breaches of discipline or misuse of equipment and materials to the child development teacher or other designated supervisor. *E*

Maintains assigned work areas in a neat and orderly condition; cleans up children, clothes, laundry, and facilities, as necessary; attends to the personal needs of assigned children, as necessary. *E*

Serves snacks and meals; eats with children; cleans up serving areas after meals. *E*

Assures the health and safety of assigned children by following health and safety rules and procedures. *E*

Provides first aid and cares for ill or injured students. *E*

Attends staff meetings, conferences, and in-service training programs, as directed. *E*

Performs clerical duties as assigned. *E*

Ensures that the buildings and facilities are secured and locked. *E*

Changes diapers and washes infant bedding. *E*

Performs other related duties as required or assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Oral and written communication skills appropriate to this classification.

Basic arithmetic.

Methods used to motivate and control children of eight (8) weeks to ten (10) years of age.

Basic health and nutritional requirements for preschool and elementary-aged children.

Basic practices of child care and development.

Activities to entertain children.

Requirements of maintaining an infant/toddler center in a safe, clean and orderly condition.

Learning age-appropriate play activities for infants and toddlers.

**ABILITY TO:**

Assist instructors in the care, supervision and guidance of infants, toddlers and small children.

Learn Child Development rules and procedures.

Learn and apply basic routines and requirements for children eight (8) weeks to ten (10) years of age.

Oversee a small group of infants, toddlers and small children.

Work effectively in a multi-ethnic setting, and be willing to work with special needs children.

Establish and maintain effective working relationships with children parents, supervisors, child center staff, and other school district personnel.

Maintain assigned equipment, supplies, and working areas in a clean and orderly condition.

Understand and follow both oral and written directions.

Learn and administer first aid and CPR techniques.

Communicate effectively with adults and preschool children.

Work confidentially with discretion.

Remain calm in stressful situations.

Be flexible with work assignments.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and one year of experience in the care of children. Tier II requires six (6) units of Early Childhood Education (ECE) or Child Development (CD).

**LICENSES AND OTHER REQUIREMENTS:**

For Tier II: Must apply for "Child Development Permit: as issued by California Commission on Teacher Credentialing, which may be waived for those employees working with infants or children.

For Tier I and Tier II: Must possess, or be in the process of securing, a valid First Aid Certificate within three (3) months of employment in this classification; and must possess, or be in the process of securing, a valid pediatric and/or adult CPR Certificate within six (6) months of employment in this classification.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Classroom environment.

**PHYSICAL ABILITIES:**

Bending, pushing, moving, and lifting objects weighing up to 50 pounds. Seeing to monitor student behavior during classroom activities, hearing and speaking to exchange information related to classroom assignments; bending at the waist, kneeling, standing and walking for extended periods of time.

ADOPTED: March 1997

Reviewed: November 2003

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