Child Development Associate

Under the direction of the assigned Teacher or Site Supervisor, to perform a variety of child development activities conducive to appropriate learning experiences and in maintaining proper school and classroom environment; act as the Pre-School Teacher as necessary in the absence of the assigned Teacher; to perform routine clerical and supportive tasks for instructional personnel; to do other related work as required.

**Salary:** $13.00 per hour

**Minimum Education Requirement:**

Equivalent to the completion of the twelfth grade. Valid Associate Teacher Permit with 12 units in ECE/CD, including core classes or, Child Development Associate (CDA) Credential.

**Minimum Experience Requirements:**

Demonstrate an appreciation for young children; exhibit a cheerful personality, self-confidence and patience; possess imagination and creativeness; adapt to change; work constructively with people of all cultures; lift 50 pounds; move quickly, bend, squat, kneel, sit on the floor, and reach overhead; communicate in English, hear and see clearly; work cooperatively with others; ability to communicate in Spanish or another language (in addition to English) is desired.

**Examples of Duties:**

Assist instructional personnel with awareness and adherence to the philosophy of the Early Childhood Education program; assist students into safe learning and play activities and functions. Assist in the management of student behavior through the use of positive reinforcement strategies and techniques to help students in their development of appropriate social skills. This position requires applicant to prepare and assist in the preparation of instructional materials and learning aids to use with individual or small groups of students. Additionally, maintaining a variety of records and files including confidential student records and information; assist students with activities to develop small muscle and eye-hand coordination; assist children with toileting and personal hygiene; assist in maintaining an orderly, attractive and positive learning environment; participate in parent conferences, as requested; may be assigned to various classrooms within a site, based on the needs of the program; may assist in making community resources available to students and/or families.

**Contact:**

Kim Salas, Secretary II

Early Childhood Education Services (661)-636-4760