

**KERN COUNTY SUPERINTENDENT OF SCHOOLS**  
**REVISIONS APPROVED JULY 2014**  
**RANGE: 30.5**  
**CLASSIFIED**  
**CODE: 4, 5, 7**

### **CHILD DEVELOPMENT CENTER AIDE**

#### **DEFINITION**

Under the direction of the assigned Teacher with supervision and evaluation by, a Site Supervisor and/or Director, to perform a variety of child development activities to assist in the conduct of appropriate early learning experiences of children and in maintaining proper school and classroom environment.

#### **EXAMPLES OF DUTIES**

Awareness and adherence to the philosophy of the Early Childhood program;

assist in planning and providing age appropriate activities in the area of early childhood education;

actively involved in the children's work and play throughout the day by talking, interacting, and working with the children;

assist in maintaining a stable environment with sufficient control to ensure the emotional and physical well-being of children and staff members;

use respect and sensitivity at all times when communicating with children, both verbally and non-verbally;

assist children to identify and verbalize their concerns and issues;

accept the child's current level of communication while supporting growth and development of language;

listen to children, and respond to their language/communication;

assist with continuous evaluation of children's progress;

assist in maintaining a safe, healthy and comfortable environment;

utilize appropriate food handling procedures;

carry out authorized emergency and safety procedures;

follow universal health procedures;

understand the rationale and procedures for Child Abuse reporting and the responsibility for action on mandated reporting;

participate in on-site and off-site learning opportunities;

attend scheduled in-services and parent meetings;

project a positive attitude about the agency to the community;

participate in parent conferences as requested;

communicate positively with families and refer questions or concerns to the appropriate person;

interpret accurately without editorial comment, (as requested);

assist in the maintenance and organization of a variety of records and files, including confidential student and family records;

assist in the maintenance and organization of supplies and instructed materials.

assist in the inventory of equipment and supplies, and ensure that they are available and in good repair;

perform other related duties, as assigned.

## **QUALIFICATIONS**

### Knowledge of:

Basic methods of child care.

### Ability to:

Demonstrate an appreciation for young children;

exhibit a cheerful personality, self-confidence and patience;

adapt to change;

work constructively with people of all cultures;

lift 50 pounds, move quickly, bend, squat, kneel, sit on floor, and reach overhead;

communicate in English, hear clearly, and see clearly;

obtain, read and understand the personnel handbook, job description and other related materials;

work cooperatively with other staff members, accept supervision and help promote a positive atmosphere in the center;

maintain confidentiality regarding all personal information regarding the children, families and staff;

ability to communicate in Spanish or another language (in addition to English) is desired.

### Experience:

Requires experience with preschool children, either on a volunteer or paid basis.

### Education:

A minimum of six (6) post high school semester units in Child Development required.

### Conditions of employment:

A preplacement medical assessment/health screening, at office expense, is a condition of appointment after all other required job conditions have been met.

Must have completed pediatric CPR and first aid training through an accredited or approved program and hold a current pediatric CPR and first aid certificate or the ability to obtain CPR and first aid certificate within six months of hire date.

Some positions may require proof of privately owned automobile insurance and possession of a valid

California Motor Vehicle operator's license.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of six months or 130 days, whichever is longer.

TS: gs

10/20/15

G:\Child Development Center Aide.doc