

# **CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT**

## **EARLY CHILDHOOD ASSISTANT**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **SUMMARY DESCRIPTION**

Under supervision, assist in providing quality care and educational experiences for children enrolled at the Chabot Children's Center; as directed, participate in providing instructional and recreational activities appropriate for the developmental needs and skills of children enrolled at the Children's Center; and communicate effectively with parents, other staff members, and other professionals.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. As directed, participate in providing developmentally appropriate curriculum for attending children; assist in facilitating children's individual development in cognitive, physical and socio-emotional, and creative aspects; assure prompt delivery of quality care to children; participate in assessment of attending children on a semester basis; assist children in self-help and social skills.
2. Assist in the supervision of children involved in various Center activities including recreational and educational programs; serve as a positive role-model of professionalism and Early Childhood care.
3. Greet parents at beginning and/or end of each day and discuss issues regarding the daily program elements or other relevant facts; provide information to parents regarding curriculum and program schedules in a sensitive and tactful manner.
4. Assists in creating informational bulletin boards and/or newsletter to inform parents about children's activities, development, participation, and planning.
5. Assist in maintaining the classroom and play-yards on a daily basis; report any unsafe condition of equipment and any materials that are in short supply.
6. Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner or refer to higher level staff; ensure confidentiality of children and their families.
7. Assist in maintaining daily records including attendance, health, and nutrition records.
8. Assist in informing participants in Center operations of rules, regulations and the goals and mission of the College and the Center.
9. Participate in ongoing professional development including coursework, regular staff meetings and parent meetings.
10. Assist in maintaining children's classroom; report necessary repairs or potential dangers to appropriate College personnel.
11. Serve as mandated reporter of suspected abuse or neglect to California Department of Social Services.
12. Perform related duties as required.

**MINIMUM QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

1. Basic principles of child development theory.
2. Basic health and safety requirements of children.
3. Potential safety issues within a group care setting; appropriate safety precautions and procedures.
4. Principles of basic first aid and CPR.
5. Basic principles and procedures of record keeping.
6. Basic principles of report preparation.
7. English usage, grammar, spelling, punctuation, and vocabulary.

**Ability to:**

1. Participate in providing daily, weekly, and monthly curriculum.
2. Learn basic operations, services, and activities of a full service children's center.
3. Learn concepts in early childhood education.
4. Learn concepts in early childhood education.
5. Learn principles and practices of curriculum planning.
6. Learn socialization techniques.
7. Assist in implementing instructional and recreational activities according to the needs of the children and Center policy.
8. Assist in supervising children of various ages involved in Children's Center activities.
9. Develop and maintain effective relationships with preschool and school-aged children, students, parents, and staff.
10. Learn to understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.
11. Maintain records and prepare reports.
12. Communicate clearly and concisely, both orally and in writing.
13. Establish and maintain effective working relationships with those contacted in the course of work.
14. Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.

**Minimum Education & Experience** - *Any combination of the following would provide a typical way to obtain the required knowledge and abilities.*

**Education/Training:**

Equivalent to the completion of the twelfth grade supplemented by twelve (12) units of college level course work in early childhood education, child development, education, or a related field

**Experience:**

Two years experience working in a licensed child development program assisting in the teaching of infants or preschoolers.

**License or Certificate:**

Possession of a current pediatric C.P.R. Certificate and First Aid Certificate.

**Chabot-Las Positas Community College District  
Early Childhood Assistant (Continued)**

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein 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 job functions.*

**Environment:** Work is performed in a children's center; exposure to communicable diseases; subject to noise from children and equipment operation; frequent interruptions and contact in person with children, parents, students, staff, and others.

**Physical:** Primary functions require sufficient physical ability and mobility to work in a children's center; to stand or sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate classroom equipment requiring repetitive hand movement and fine coordination; to verbally communicate to exchange information; and to occasionally travel to other offices or locations.

Adopted by Board of Trustees on October 20, 2015

Effective: October 21, 2015

Job Family: Technical – Paraprofessional