

North Monterey County Unified School District
CLASSIFIED POSITION DESCRIPTION

Position Title:	INFANT/TODDLER ASSISTANT II
Job Family:	Child Development
Reports to:	Director of Student and Family Services
Salary Level:	Range Assistant II
Calendar:	Classified

SUMMARY:

Under the direction of the Director of Student and Family Services, provide quality child care and a safe and nurturing environment for preschool-age children in a designated child care center or program; assist the teacher with implementing a variety of activities to meet the needs and interests of the children. The Infant/Toddler Assistant II classification provides classroom support to a teacher in a preschool-age classroom environment. Incumbents assist with various student needs in relation to the age of the children, including assisting with basic feeding and diapering/toileting.

ESSENTIAL DUTIES AND RESPONSIBILITIES: To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Provide quality child care and a safe and nurturing environment for preschool-age children in an assigned child care center or program; assist in areas of preschool student hygiene, nutrition and child care as directed.
- Care for and monitor children during various periods of the day; clean children, clothes and linens as necessary; assist children in toileting as appropriate; respond to a child's needs and problems in a patient, caring and sensitive manner.
- Participate in activities for preschool-age students as appropriate; ensure that children are interacting in age-appropriate activities; oversee groups of students in games and playground activities; ensure safe outdoor play per established procedures; monitor children on field trips as assigned.
- Provide assigned teacher with support in conducting student observations per established procedures.
- Maintain learning environment in a safe, orderly and clean manner; clean, set up and set out toys and instructional materials; facilitate the distribution of snacks or assigned meals per established procedures.
- Prepare and maintain reports related to assigned activities; prepare incident and accident reports per established procedures.
- Attend and participate in program-related professional development trainings and orientations as assigned; attend program-related meetings.
- Assist teacher in the preparation of assigned instructional and assessment materials; assist teacher in determining appropriate levels of necessary classroom materials and supplies to meet the needs of the children.
- Operate a variety of classroom related to assigned activities.

Other Duties:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school supplemented by college level early childhood education coursework and one year of experience working with children in a learning, child care or similar environment.

Licenses and other Requirements

- Valid First Aid and CPR certification issued by an authorized agency.
- Six Early Childhood Education units including three units in an Infant/Toddler course within a designated probationary period.
- Valid Child Development Assistant permit within a designated probationary period.

Knowledge of:

- Basic principles and practices of early child development including proper care and discipline.
- Child guidance principles and practices.
- Safe practices in classroom and playground activities.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Classroom procedures and appropriate student conduct.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Basic record-keeping techniques.

Ability to:

- Assist in the care of children enrolled in a designated child care center or program.
- Assist with implementing a variety of activities to meet the needs and interests of children.
- Assist in the preparation of instructional materials.
- Assist with eating, housekeeping and diapering activities as directed.
- Understand and follow oral and written directions.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Operate standard classroom equipment.
- Observe health and safety regulations.
- Prepare related reports.

DESIRED QUALIFICATIONS:

- Ability to speak, read, and write in English and a designated second language.
- Completion of an Early Childhood Education Health and Safety Class.

WORKING CONDITIONS:

Work Environment:


- Classroom and indoor/outdoor environments

Physical Demands:

- Hearing and speaking to exchange information.
- Dexterity of hands and fingers to hold children and manipulate objects used in play activities.
- Bending at the waist, kneeling, crawling or crouching to assist children.
- Sitting or standing for extended periods of time.
- Seeing to read a variety of materials and monitor student activities.
- Lifting and carrying moderately heavy children and objects.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

CSEA and DISTRICT AGREEMENT

CSEA  DATE 6-12-18

DISTRICT  DATE 6/12/18

Board Approved: May 24, 2018