

## **YUBA COMMUNITY COLLEGE DISTRICT**

**CLASS TITLE: INFANT/TODDLER CHILD DEVELOPMENT ASSISTANT (ASSOCIATE TEACH**

### **BASIC FUNCTION:**

Under the direction of an assigned Dean or designee, assist in the operation of a day care center for the children; assist with providing a quality child development program.

### **REPRESENTATIVE DUTIES:**

Assist in the implementation of a program of activities that contributes to the care, growth and development of children and enhances their growth, development and safety. (E)

Assist Yuba College Early Childhood Education students in implementing activities for children in a laboratory environment as part of their instructional program; provide input to Early Childhood Education student progress as directed. (E)

Assist small groups of children; follow established schedule of developmentally appropriate activities. (E)

Assist with providing a quality child care program; assist in the planning and development of the Program; prepare lesson plans; compile resources and materials. (E)

Attend and contribute to staff meetings as required; prepare records and reports as directed. (E)

Record attendance of children; assist in discussions with parents as requested. (E)

Assist in maintaining and controlling inventory of instructional supplies. (E)

Perform custodial and maintenance duties as required to maintain a physical environment that conforms to applicable standards of health and safety. (E)

Oversee the operation of the Center independently in case of absences or emergencies. (E)

Perform related duties as assigned.

### **KNOWLEDGE OF:**

Oral and written communication skills.

Infant and child CPR techniques.

Basic pediatric first aid.

Basic child development and psychology.

State Department of Social Services licensing requirement.

Basic methods used in child care.

Health and safety regulations.

### **ABILITY TO:**

January 10, 2007

Assist in the operation of a day care center for children.

Assist with providing a quality child development program.

Assist in the implementation of a program of activities that contributes to the care, growth and development of children and enhances their growth, development and safety.

Lead activities for children.

Understand and follow oral and written instructions.

Work cooperatively with others.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: sufficient course work to qualify for a Child Development Associate Permit including at least twelve core units in Early Childhood Education, 3 units in Infant Care or equivalent courses and one year of experience in a child development program.

**LICENSES AND OTHER REQUIREMENTS:**

Child Development Associate Permit or equivalent.

Appropriate First Aid and CPR certificates.

California Child Care Provider Health and Safety Certificate (to be obtained within 30 working days from date of hire).

**ENVIRONMENT:**

Large, self-contained children's center environment.

Outdoor play area with climbing structures, sand, and riding toys.

Constant noise.

**PHYSICAL ABILITIES:**

Bending at the waist.

Carrying, pushing or pulling.

Hearing and speaking to exchange information.

Kneeling or crouching.

Physical agility and stamina.

Standing for extended periods of time.

Seeing to observe infants and toddlers.

Lifting children and moderately heavy objects.

Crawling.