



GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

CLASS TITLE: CHILD DEVELOPMENT CENTER AIDE

RANGE 12

SUMMARY:

Under the direction of an assigned supervisor, perform a variety of duties to support the Child Development Center staff related to the care and education of young children.

ESSENTIAL FUNCTIONS:

Assist Child Development Center Assistant, Senior in providing care for a classroom of preschool children and interacting with the children in a developmentally appropriate manner, which may include curriculum development and implementation.

Set up and clean up classroom, outdoor play area, workroom and kitchen as needed.

Assist in observations and assessments of children's development.

Assist children with toileting and/or diapering as required.

Attend required staff meetings.

Maintain departmental area(s) in a safe, clean and orderly condition; assure compliance with established District and Child Development Center safety procedures and regulations.

Maintain currency of qualifications for area of assignment.

SECONDARY FUNCTIONS:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Appropriate principles, practices and procedures used in child care programs.

Interpersonal skills using tact, patience and courtesy.

Telephone techniques and etiquette.

Recordkeeping techniques.

ABILITY TO:

Communicate effectively with children, parents, staff, students, and community representatives.

Demonstrate effective interaction and guidance techniques with children in accordance with the center philosophy.

Learn the policies, procedures, activities and programs of assigned area.

Understand and follow oral and written directions.

Communicate effectively both orally and in writing.

Lift 40 pounds.

Establish and maintain cooperative and effective working relationships with others.

EDUCATION:

Completion of a minimum of 12 units in college-level course work in child development.

WORKING CONDITIONS:

Child Development Center program; subject to childhood communicable diseases; must be able to lift 40 pounds.