



		<b>ISSUED: 08/2018</b>
<b>TITLE: Child Care Attendant</b>	<b>SALARY TABLE: SA</b>	<b>CLASS CODE: SA703</b>
<b>UNION: Staff Association - Local 2071, U.A.W.</b>	<b>SALARY GRADE: 3</b>	<b>EEO CODE: 70</b>
<b>JOB GROUPING:</b>	<b>FLSA: Non-exempt</b>	<b>EMPLOYEE CLASS: SA</b>

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**POSITION PURPOSE**

Monitor activities for pre-school aged children, and support the classroom teacher in planning and implementing daily and weekly curriculum development activities.

**ESSENTIAL JOB FUNCTIONS**

Participate in team planning sessions with lead teacher to assist in planning curriculum and next steps with children. Assist the lead teacher in implementing preschool program activities.

Assist in nurturance, caregiving and supporting the social/emotional wellbeing of the children in the program.

Assist the lead teacher in collecting anecdotal observations and work samples of the children to track their growth/development.

Accompany lead teacher on home visits twice a year.

Maintain continuous, positive interactions families.

Attend professional development training sessions and in-service training sessions.

Report all matters of concern regarding children, families and the program to the lead teacher and/or the program director.

**ADDITIONAL COMMENTS**

This classification supports lead teachers in monitoring daily activities of children who participate in a campus-sponsored program focused on childcare development. The incumbent should have experience working with pre-school age children, the desire to support participating children and families, and the ability to work in a confidential manner. The incumbent is expected to support program efforts to provide physical, behavioral and intellectual development for participating children and families. Work activities are dictated by established routines, but the incumbents must handle them based on information learned through prior experience or exposure. This classification reports to and receives work direction from a professional level position.

THIS DESCRIPTION IS INTENDED TO INDICATE THE KINDS OF TASKS AND LEVELS OF WORK DIFFICULTY THAT WILL BE REQUIRED OF POSITIONS THAT WILL BE GIVEN THIS TITLE AND SHALL NOT BE CONSTRUED AS DECLARING WHAT THE SPECIFIC DUTIES AND RESPONSIBILITIES OF ANY PARTICULAR POSITION SHALL BE. IT IS NOT INTENDED TO LIMIT OR IN ANY WAY MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT AND CONTROL THE WORK OF EMPLOYEES UNDER THEIR SUPERVISION. THE USE OF A PARTICULAR EXPRESSION OR ILLUSTRATION DESCRIBING DUTIES SHALL NOT BE HELD TO EXCLUDE OTHER DUTIES NOT MENTIONED THAT ARE OF SIMILAR KIND OR LEVEL OF DIFFICULTY.

## **MINIMUM QUALIFICATIONS**

High school graduate or equivalent combination of education and/or experience.

Possession of a Child Development Associate Certificate. Associate Degree preferred with emphasis in Child Development or Early Childhood Education.

Negative TB test (current within two years).

Must receive fingerprinting clearance through childcare licensing state authorized vendor.

Health Appraisal (current within two years).

Experience working in a classroom setting.

Ability to conduct oneself in a professional, ethical manner, and maintain confidentiality of all information related to children and families.

Preferred experience working with pre-school age children in an early childhood educational setting.

Ability to work as a member of a team.

Ability to communicate respectfully and effectively with others, particularly with children and families.