

CHILD CARE ASSISTANT

BASIC FUNCTION:

Under the direction of the site administrator and supervision of the Minor Parent Program teacher, assist in the personal needs of the children and operation of the program.

REPRESENTATIVE DUTIES:

- Assure the health and safety of students and infants by following health and safety practices and procedures; assist in maintaining a clean and orderly classroom environment. **E**
- Assist teen parents with infant care. **E**
- Supervise infant care area. **E**
- Assist with parenting skills coaching. **E**
- Assist with set up and clean up; empty trash; clean and disinfect equipment; maintain Diaper Genie. **E**
- Perform related duties as assigned.

KNOWLEDGE OF:

Infant and children's basic personal needs.
Hygiene and cleaning methods.
Child guidance principles and practices.
Interpersonal skills using tact, patience and courtesy.
Record keeping techniques.

ABILITY TO:

Effectively assist teacher in responding to teen parents and infant needs.
Understand and follow written and oral directions.
Work cooperatively with others and establish and maintain effective working relationships.
Lift up to 30 pounds.
Print and write legibly.
Understand and follow oral and written directions.
Learn the procedures, functions and limitations of assigned duties.
Communicate effectively with infants, teen parents and adults.
Read, interpret, apply and explain rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Work confidentially with discretion.
Communicate effectively both orally and in writing.
Enlist the support, interest and participation of students.
Lift and hold infants according to approved policies and procedures.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and six months experience in working with school-age children in an organized setting.

LICENSES AND OTHER REQUIREMENTS:

Current CPR and First Aid certificates.
Pre-employment physical prerequisite to hiring.
Hours must be flexible.
Wear appropriate attire for school setting and working with teen age and/or infants to one year of age.

WORKING CONDITIONS:

PHYSICAL DEMANDS:

Seeing to observe teen parents and infants.
Hearing and speaking to communicate with infants, teen parents and staff.
Dexterity of hands and fingers to operate instructional and office equipment.
Bending at the waist, kneeling, standing and walking for extended periods of time.
Reaching to file and retrieve records.
Lifting up to 30 pounds to lift and hold infants up to one year of age.