

CALAVERAS UNIFIED SCHOOL DISTRICT
3304 B Highway 12 - P. O. Box 788
San Andreas, CA 95249
209/754-2300

JOB TITLE: Child Development Aide
WORK YEAR: 180 –220-Days depending on site

JOB DESCRIPTION: Under the general direction of the Child Development Administrator and immediate supervision of an assigned Child Development Site Supervisor, to assist in the enrichment of children enrolled in the program and perform related work as required. Persons employed as a Child Development Aide must demonstrate a desirable example of appearance, grooming and personality. They must also demonstrate initiative, tact, patience, good judgment and confidentiality.

ESSENTIAL JOB TASKS:

1. Assists in the supervision of children inside and outside the classroom.
2. Help children learn, adapt and cope with real life situations.
3. Assists in maintaining a healthy, safe and clean environment.
4. Responsible for snack time. Prepares and serves food.
5. Prepares classroom materials.
6. Keeps equipment and materials accessible and in good condition.
7. Attend necessary staff meetings and in-service trainings.
8. Will participate in a planned program of professional growth.
9. Performs other duties as assigned.

KNOWLEDGE/SKILLS/ABILITIES:

1. Knowledge of:
 - * Laws and regulations relating to child development, services and methods.
 - * General child behavior.
 - * Basic methods used in monitoring children's activities.
 - * Knowledge of children's developmental stages and needs; games, sports, arts, crafts, music and recreational activities.
2. **Ability to:**
 - * Maintain cooperative and harmonious relationships with administration, staff, parents and community at large.
 - * Follow oral and written directions.
 - * Relate effectively with a wide variety of professional staff members and community at large.
 - * Communicate with others in an effective and sensitive manner, both orally and in writing.
 - * Read, write and speak correct English.
 - * Demonstrate initiative, tact, patience, good judgment and confidentiality.

* Set a desirable example through appearance, grooming and personality.

3. A High School diploma or equivalent.
4. Minimum of twelve (12) semester units in child development preferred.
5. NCLB Compliant.
6. Recent experience working with school age children.
7. Valid First Aid and CPR certification desirable.
8. Possession of a valid California Driver's License with proof of auto insurance.
9. Pass a physical for the position.

SALARY: ***Placement on the CSEA Salary Schedule, Range C***

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.), and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Board Approved: 9/22/2010