

Child Development Center Assistant

Classified Position - 7326

<u>Salary</u> Category 6 on Salary Schedule	<u>Days</u> TBD	<u>Reports to:</u> Director of P-5 Instruction
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SCOPE OF RESPONSIBILITIES

Assist the Child Development Center Supervisor in planning, implementing and administering to meet the established requirements of the District and the Kentucky Day Care Licensure

REPRESENTATIVE DUTIES / ESSENTIAL FUNCTIONS

- Assist with the operation and maintenance of a Child Development Center
- Maintain physical facilities necessary to meet licensure requirements
- Assume the responsibilities of the Supervisor when assigned
- Assist in supervising and monitoring the performance of center staff and co-op students
- Maintain records and prepare reports as directed by the supervisor
- Assure that infants receive age appropriate activities and stimulation
- Respond to individual child's basic needs
- Maintains regular and predictable attendance
- Adheres to the professional code of ethics
- Successfully utilizes technology as appropriate in job function
- Perform related duties as assigned

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Current concepts used in Early Childhood Development
- Basic child psychology and principles and theories of child growth and development
- Principles and theories of parent-child relationships
- Policies, procedures and philosophy of a child development center
- Health and safety requirements of children
- Appropriate safety precautions and procedures.
- Methods of observing, evaluating and recording child behavior
- Equipment, materials and supplies used in a preschool children's center
- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy

ABILITY TO:

- Model and explain principles, theories and practical application of growth and development of children
- Develop and revise instructional materials appropriate for assigned age levels
- Purchase, inventory, store and maintain supplies and equipment for the Center
- Develop and maintain effective relationships with employees, preschool children, students and parents
- Provide work direction and guidance to Center employees, volunteers and students
- Work independently with little direction
- Analyze situations accurately and adopt an effective course of action
- Complete work with many interruptions
- Maintain current knowledge of technological advances in the field
- Maintain a healthy and safe learning environment
- Apply appropriate first aid
- Apply and explain policies, procedures, rules and regulations

- Establish and maintain cooperative and effective working relationships with others, including a variety of ages and cultures
- Lift equipment and children weighing up to 50 pounds
- Plan and organize work
- Meet schedules and time lines
- Communicate effectively both orally and in writing

MINIMUM QUALIFICATIONS

1. Associates in Interdisciplinary Early Childhood preferred
2. Para educator test
3. 1st Aid & CPR Trained
4. TB Skin Test
5. Physical
6. Drug Test
7. Criminal Background Check and CAN Check