VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASSIFICATION TITLE: CHILD DEVELOPMENT ASSISTANT

BASIC FUNCTION:

Under the direction of an assigned supervisor, assist in the planning and implementation of an Early Childhood Education program; assist associates by performing routine instructional duties in the supervision of children in Early Childhood Education.

REPRESENTATIVE DUTIES:

Assist teachers in planning, organizing and managing a classroom environment designed to promote the physical, cognitive, emotional, creative and social skills of assigned children. E

Prepare materials for reading, math, art, sciences and other instruction; provide assistance to children; create and maintain children's interest in activities and learning centers. E

Organize and supervise children for activity periods; supervise rest and nap periods. E

Maintain classroom in a neat and orderly manner; clean up children, clothes and facility as necessary. E

Provide information to parents and visitors regarding specific activities in classroom, including techniques of working with individual children and small groups; participate with teacher in parent conferences and general parent orientation. E

Plan and implement daily and long-range learning activities for children; assist in planning curriculum. E

Perform clerical duties as assigned; prepare and maintain a variety of records including enrollment and attendance records. E

Attend staff meetings, conferences and in-service training programs as assigned. E

Assure the health and safety of children by following health and safety rules and regulations. E

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Correct English usage, grammar, spelling, punctuation and vocabulary
General needs and behavior of children of various ethnic, racial and cultural backgrounds
Instructional methods and techniques
Record-keeping techniques

Established June 1998
CHILD DEVELOPMENT ASSISTANT (continued)

Oral and written communications skills
Child guidance principles and practices
Early childhood development

ABILITY TO:

Work effectively in a multi-ethnic setting
Assist teacher with classroom activities
Work effectively with individuals and groups of children
Train and provide work direction to student workers
Speak clearly and distinctly
Understand and follow oral and written directions
Plan and organize work
Learn quickly to apply specific rules, policies and procedures of program to which assigned
Establish and maintain cooperative and effective working relationships with others
Prepare and maintain office records
Maintain classroom in a clean, orderly and safe condition

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by 12 units or more of
college-level course work in early child development including core courses and two years paid
experience in working with children in a pre-kindergarten program or setting OR Child
Development Permit - Associate Teacher level.

LICENSES AND OTHER REQUIREMENTS:

Valid First Aid & CPR Certificates

WORKING CONDITIONS:

ENVIRONMENT:

Instructional ECE environment working with children

PHYSICAL ABILITIES:

Lifting and carrying children and objects weighing up to 50 pounds
Bending at the waist
Kneeling
Seeing to observe children
Hearing and speaking to communicate with children and parents
Standing for extended periods of time