VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS: CHILD DEVELOPMENT ASSOCIATE

BASIC FUNCTION:

Under the direction of an assigned supervisor, plan, organize and evaluate learning experience for ECE students and for the development of children in a children's center learning lab environment; provide for the intellectual, social, emotional, mental and physical development of participating children.

REPRESENTATIVE DUTIES:

Plan, organize and direct a daily curriculum including activities designed to promote physical, emotional, creative and cognitive development in infant/toddlers, pre-school and/or school age children.  

Provide information to and assist college students with techniques of working with individual and groups of children.  

Train student assistants; observe and evaluate student teacher activities; assist in developing effective adult-child relationships.  

Work with small and large groups of children in a variety of age-appropriate activities such as creative arts, mathematics, perceptual motor skills, science, language and social studies, both indoors and outdoors according to planned schedules.  

Assist children with hygiene procedures as necessary; observe and evaluate health needs of children and take appropriate action.  

Prepare instructional materials; work with director/supervisor to assign college students, student assistants, and volunteers to teaching areas and responsibilities; maintain a variety of records.  

Provide supervision and be a working role model to student assistants, observers, and ECE students.  

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

Assure standards of safety, health and cleanliness of the center are maintained.  

Perform other duties as assigned.

Established March 1998
KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Current concepts and practices used in Early Childhood Education
Instructional methods and techniques
Methods of observing, evaluating, and recording child behaviors
General needs and behavior of children of various ethnic, racial and cultural backgrounds
Safety precautions and procedures for children's programs
Oral and written communication skills
Interpersonal skills using tact, patience, and courtesy

ABILITY TO:

Work effectively in multi-ethnic setting with individuals and groups
Plan and implement Child Development program goals and objectives
Model and provide work direction to college students, student, and other staff
Develop and maintain effective relationships with children
Communicate effectively both orally and in writing
Analyze situations accurately and adopt an effective course of action
Establish and maintain cooperative and effective working relationships with others
Work confidentially with discretion
Demonstrate and apply specific rules, policies and procedures of program to which assigned
Prepare and maintain office records

EDUCATION AND EXPERIENCE:

Any combination equivalent to Children’s Center Permit plus two years experience working with an infant/toddler or preschool/children’s program or Child Development Permit - Teacher Level.

LICENSES AND OTHER REQUIREMENTS:

Children’s Center Permit or Child Development Permit - Teacher Level
Valid First Aid and CPR Certificates

WORKING CONDITIONS:

ENVIRONMENT:

Child Development Center environment for college students and pre-school children

PHYSICAL ABILITIES:

Lifting and carrying heavy objects
Bending at the waist
CHILD DEVELOPMENT ASSOCIATE (continued)

Kneeling
Seeing to observe children and students
Hearing and speaking to communicate with children and parents
Standing for extended periods of time