

<b>NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION</b>
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Job Title:	Child Care Aide	Range:	16
Date Revised:		Date Approved:	April 8, 2003

**PRIMARY PURPOSE**

This position is responsible for assisting the Child Care Teacher in providing developmental care and supervision of children enrolled in the District's Child Care Program.

**ESSENTIAL FUNCTIONS**

*Examples of essential functions are interpreted as being descriptive and not restrictive in nature.*

1.	Records observations and communicates developmental information to teachers and parents; maintains accurate reports on development, health and safety of children.
2.	Provides written assessments and evaluations of children; arranges parent/teacher conferences.
3.	Maintains operational records such as semester plans, attendance records and accident reports.
4.	Performs activities and educational routines with children as directed; supervises the indoor and outdoor play of children.
5.	Assists children with personal hygiene activities such as toileting and washing hands.
6.	Assists in setting up activities; prepares needed materials and supplies for various activities.
7.	Maintains equipment, materials and supplies in good and safe condition; assists with general housekeeping tasks.
8.	Attends and participates in staff and in-service meetings including internal staff meetings, educational conferences, and parent conferences. Also attends and participates in open houses and Family Center activities as assigned.
9.	Learns and applies emerging technologies and as necessary to perform duties in an efficient, organized, and timely manner.
10.	Performs related duties as assigned.

**OTHER FUNCTIONS**

**WORKING RELATIONSHIPS**

The Child Care Aide maintains daily contact with Child Care Teacher, Assistant Teachers, and children at the Center.

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**EDUCATION AND EXPERIENCE**

High school diploma or equivalent, supplemented by at least 6 semester units of Early Childhood Education coursework from an accredited school or college  
Prior experience working with children in an educational setting preferred

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of early childhood development and appropriate practices  
Knowledge of materials, assessment tools and equipment to be used in the early childhood development  
Knowledge of health and safety regulations and practices  
Ability to interact with children in a manner characterized by warmth, personal respect, individuality, support and responsiveness  
Ability to create learning environment and implement activities in accordance with established curriculum  
Ability to work with infants, toddlers, and preschool children  
Ability to plan, organize and prioritize work  
Ability to meet schedules and time lines  
Ability to understand and follow oral and written directions  
Ability to communicate effectively, both orally and in writing  
Ability to maintain effective communications with adults and children

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**SPECIAL REQUIREMENTS**

Must possess proof of training and or/current certificates in CPR and First Aid.  
Must meet applicable Federal and State licensing requirements.  
Must pass fingerprint clearance test for all appropriate agencies (such as FBI, Department of Justice, Child Abuse Index Services)

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**WORKING CONDITIONS**

College or District child care center; must be able to perform physical activities, such as, but not limited to, lifting children or heavy items (up to 50 lbs. unassisted), bending, standing, climbing or walking; subject to exposure to biological conditions which may be unhealthful or hazardous (such as bodily fluids and waste, germs, childhood diseases).

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