

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

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.	Participate in District/College efforts to increase the diversity of faculty and staff and to address student achievement gaps; active assistance in the creation of a welcoming and inclusive work and educational environment; attend and participate in diversity, equity and inclusion trainings and events.
11.	Performs related duties as assigned.

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OTHER FUNCTIONS

WORKING RELATIONSHIPS

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

EDUCATION AND EXPERIENCE

Minimum Qualifications

High school diploma or GED, 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

Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

Desirable Qualifications

Prior experience in approaching work and interactions with colleagues and/or students in an equity minded manner. Ability to provide an inclusive and welcoming work/educational environment.

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

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).
