

# MODESTO CITY SCHOOLS

## JOB DESCRIPTION

### ASSISTANT CHILD CARE PROVIDER

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#### **DEFINITION:**

Under the direction of the Site Administrator and Manager-ASES Program, assist in providing child care, supervision and learning activities to children enrolled in a District child care program; assist with planning and implementing a variety of activities to meet the needs and interests of children; perform a variety of clerical support duties.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Assist in the care, supervision and learning activities of children enrolled in a designated child care center or program; provide quality child care and a safe and loving environment; respond to a child's needs and problems in a patient, caring and sensitive manner.
- Assist and provide support the Lead Child Care provider as needed.
- Oversee groups of students in lunchroom and other playground activities as assigned; escort children to and from classrooms; assure safe outdoor play.
- Observe and control behavior of students in the classroom and during outdoor activities according to approved procedures; report progress regarding child performance and behavior.
- Assist with planning and implementing a variety of activities to meet the needs and interests of children; use appropriate program activities and instructional materials.
- Assist students with building self-esteem by providing children with proper examples, emotional support, friendly attitude and general guidance.
- Assist students with homework and classroom assignments; read age-appropriate stories to students.
- Research and prepare materials for learning activities and arts/craft activities.
- Distribute flyers, forms and applications to parents as needed.
- Set up classroom work areas and displays; distribute and collect paper, supplies and materials.
- Assure the health and safety of students by following established practices and procedures; maintain learning environment in a safe, orderly and clean manner; clean and organize classrooms; set up, and set out toys and instructional materials.
- Perform a variety of clerical duties in support of classroom activities such as preparing, typing, duplicating and filing instructional materials.
- Maintain related records such as attendance logs, lists and calendars
- Operate a variety of classroom and standard office equipment including a computer and assigned software; operate a two-way radio.

#### **OTHER DUTIES:**

- Perform related duties as assigned.

#### **REQUIRED QUALIFICATIONS:**

##### Education and Experience:

- Any combination equivalent to: graduation from high school and one year experience working with children in an organization setting or learning environment.

#### **DESIRED QUALIFICATIONS:**

- Valid First Aid and CPR Certificate.

Knowledge of:

- Basic principles and practices of child development including proper care and discipline.
- Child guidance principles and practices.
- Safe practices in classroom and playground activities.
- Basic instructional methods and techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Classroom procedures and appropriate student conduct.
- Operation of standard office and classroom equipment including a computer and assigned software.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Basic record-keeping techniques.

Ability to:

- Assist in the care, supervision and learning activities of children enrolled in a designated child care center or program.
- Assist with planning and implementing a variety of activities to meet the needs and interests of children.
- Assist in the preparation of instructional materials.
- Assist with housekeeping activities as directed.
- Understand and follow oral and written directions.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Monitor, observe and report children behavior and progress according to approved policies and procedures.
- Observe health and safety regulations.
- Perform clerical duties related to classroom activities.
- Maintain records and files.

**WORKING CONDITIONS:**

Work Environment:

- Indoor/Outdoor/Classroom environment.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate standard office and classroom equipment.
- Sitting or standing for extended periods of time.
- Bending at the waist, kneeling or crouching to assist students.
- Seeing to read a variety of materials and monitor student activities.
- Hearing and speaking to exchange information.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

**Cabinet Approved: 10/9/12**

**Unit Approved: 11/8/12**

**Board Approved: 12/10/1**

**FLSA Status: Non Exempt**