



Santa Rosa City Schools

Classification Description

Job title:	Child Care Assistant	Department:	State and Federal Child Care Program
Reports to:	District Childcare Supervisor	FLSA Classification:	Non-exempt
Board Approval:	August 11, 2021	Work year:	12 months
Revision(s):			

Range: 11

DEFINITION:

Under supervision, serve as an assistant to the child care lead person in the organization and supervision of activities for children in the Child Care Program.

QUALIFICATIONS:

Education:

High School equivalent required

Experience:

At least one year, paid or unpaid, experience in child care

License and/or other qualifications:

Current First Aid and CPR Certification desired

Knowledge and Abilities:

Knowledge of:

- Child development
- Effective/appropriate discipline techniques for children
- Effective communication techniques
- Basic computer programs and office equipment

Ability to:

- Understand and support the social, physical, and emotional needs of children
- Supervise children
- Understand and carry out written and oral instructions
- Establish and maintain interpersonal relationships
- Develop children's activities
- Operate basic office and audio-video equipment

ESSENTIAL JOB FUNCTIONS:

The job analysis will be reviewed periodically as duties and responsibilities change with business necessity. Nothing in this job analysis restricts management's right to assign or reassign duties and responsibilities for this job within the job description.

1. Supervise children in a variety of play activities, such as indoor and outdoor games, arts and crafts, stories and songs.
2. Assist students with their homework as needed.
3. Administer minor first aid to students; notify parents of child's illness or injury. Call emergency services if necessary.
4. Plan, prepare, and serve daily snacks; may include cooking full meals.
5. Operate audio-visual equipment; such as computers, projectors and televisions.
6. Perform clerical duties in support of the Child Care Program. Assist parents with childcare registration, forms and online payments.
7. Confer with Supervisor, Child Care Lead, Principal and parents about the program, and the needs of students individually and collectively.
8. Assist in the collection of child care fees by accepting payments and assisting with online payments.
9. Assist with tracking attendance for support of Billing.
10. Monitor child behaviors, address and document negative behaviors, and communicate behaviors with staff.
11. Address negative behaviors with discipline that may include; write-ups, time outs, and verbal discussions.
12. Prepare for indoor and outdoor activities by planning, gathering and setting up materials and supplies, and facilitating the activities.
13. Responsible for the overall cleanliness and minor maintenance of facility and child care property. Sweeping, mopping, wiping down surfaces, etc.
14. Restock supplies as needed.
15. Escorts children to various school locations such as pick-up and drop off, breakfast, and after school activities.
16. May be responsible for covering multiple District Child Care Sites.

MARGINAL JOB FUNCTIONS:

The job analysis will be reviewed periodically as duties and responsibilities change with business necessity. Nothing in this job analysis restricts management's right to assign or reassign duties and responsibilities for this job within the job description.

1. May perform other duties related to this job description.

WORK ENVIRONMENT:

Performance of the essential job functions involves typically working in an environment as described here below.

Environmental Demands

Factor	Y	N	If yes, describe
Driving cars, trucks, forklifts and other equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Working around equipment and machinery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Office equipment, cooking equipment
Walking on uneven ground	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Field, playground
Exposure to excessive noise	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Screaming children
Exposure to extremes in temperature, humidity, wetness	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Outdoor conditions, cooking
Exposure to dust, gas, fumes, or chemicals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	District approved cleaning supplies
Working at heights	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ladder (hanging items)
Operation of foot controls or repetitive foot movement	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Use of special visual or auditory protective equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Working with bio-hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Bodily fluids, food waste

PHYSICAL DEMANDS:

Performance of the essential job functions typically requires the physical demands as described here below.

Category	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
Sitting			X		
Walking				X	
Standing			X		
Bending (Neck)				X	
Bending (Waist)			X		
Twisting (Neck)			X		
Twisting (Waist)			X		
Squatting			X		
Climbing		X			
Kneeling		X			
Crawling	X				
Repetitive use of Hands?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
	D = Dominant Hand ND = Non Dominant hand				
Simple Grasping (D)			X		
Simple Grasping (ND)			X		
Power Grasping (D)			X		
Power Grasping (ND)			X		
Fine Manipulation (D)			X		
Fine Manipulation (ND)			X		
Pushing & Pulling (D)			X		
Pushing & Pulling (ND)			X		
Reaching- Above Shoulder			X		
Reaching- At/Below Shoulder				X	

LIFTING

	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
1-10 lbs			X		
11-25 lbs			X		
26-50 lbs	X				
51-75 lbs	X				
76-100 lbs	X				
100+ lbs	X				

CARRYING

	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
1-10 lbs			X		
11-25 lbs			X		
26-50 lbs	X				
51-75 lbs	X				
76-100 lbs	X				
100+ lbs	X				

NOTE:

This Employer is an equal opportunity employer. In compliance with the Federal and State disability laws, this employer understands they have a responsibility to consider reasonable accommodations for individuals with disabilities.