



Santa Rosa City Schools

Classification Description

Job title:	Child Care Assistant II	Department:	State and Federal Childcare Program
Reports to:	District Childcare Supervisor	FLSA Classification:	Non-exempt
Board Approval:	August 11, 2021	Work year:	10 month
Revision(s):			

Range: 13

DEFINITION:

Under supervision, serve as an assistant to the Child Care Lead Person II in the organization and supervision of activities for children in the child care program.

QUALIFICATIONS:

Education:

High School equivalent required

Six units in Early Childhood Education desired

Experience:

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

License and/or other qualifications:

Current First Aid and CPR desired

Knowledge and Abilities:

Knowledge of:

- Child development
- Effective/appropriate discipline techniques for children
- Effective communication techniques
- Basic computer programs and office equipment
- Basic children's play activities
- General child care procedures and 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. Administer minor first aid to students; notify parents of child’s illness or injury. Call emergency services if necessary.
3. Assist with the preparation of the daily snack. Assist with preparation, feeding and clean-up of daily meals.
4. Operate equipment/tools used for cleaning/sterilizing, health safety, and clerical functions.
5. Perform infant/toddler diaper changes, feedings, and shop for groceries and supplies.
6. Perform clerical duties in support of child care program. Assist in ordering supplies and equipment. Record the daily record of children’s food, diapers, and naps and prepare a page to go home with the child.
7. Confer with the principal, supervisor, child care lead person II, and parents about the program, and the needs of students individually and collectively. Help record observations.
8. Assist in the set-up and clean-up of the room and yard.
9. Clean and sterilize rooms and play surfaces.
10. Assist with monitoring the room for safe play and remove any hazards.

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, household equipment
Walking on uneven ground	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Play yard
Exposure to excessive noise	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Screaming/crying 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"/>	Stepstool
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

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	Occas.	Freq.	Cont.
		<10%	to 33%	to 66%	> 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	Occas.	Freq.	Cont.
		<10%	to 33%	to 66%	> 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.