



Santa Rosa City Schools

Classification Description

Job title:	Child Care Assistant II	Department: State and Federal Child Care Program	
Reports to:	District Childcare Supervisor	FLSA Classification: Non-exempt	
Board Approval:	August 11, 2021	Work year: 11 or 12 Month	
Revision(s):	Combined Childcare Assistant II and District Wide - January 2022	Range:	13

DEFINITION:

Under supervision, serve as an assistant to the Child Care Lead 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 childcare

License and/or other qualifications:

Current First Aid and CPR Certification desired

Knowledge and Abilities:

Knowledge of:

- Child development
- Effective/appropriate redirection techniques for children
- Effective communication techniques
- Basic computer programs and office equipment
- Basic children’s play activities
- General childcare 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. 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, serve, and clean-up daily snacks; may include cooking full meals. Feeding and clean-up of daily meals for the infant/toddler age group.
5. Operate audio-visual equipment; such as computers, projectors and televisions.
6. Operate equipment and tools used for cleaning and sterilizing items used for health, safety, and clerical functions.
7. Perform clerical duties in support of the Child Care Program. This includes assisting in inventorying supplies and equipment. Based on age group, may include a daily record of children's food, diapers, and naps, and a summary page to go home with the child.
8. Based on age group may perform infant/toddler diaper changes, and feedings.
9. Confer with Supervisor, Child Care Lead, Principal and parents about the program, and the needs of students, both individually and collectively. This may include the recording of observations.
10. Based on the specific Child Care Program, assist in the registration of children and the collection of childcare fees, by accepting payments and assisting with online payments. Assist parents in completing any necessary forms.
11. Assist with tracking attendance for support of Billing.
12. Following District guidelines, monitors child behaviors, address and document negative behaviors, and communicate behaviors with staff.
13. Address negative behaviors with redirection that may include; write-ups, time outs, and verbal discussions.
14. Prepare for indoor and outdoor activities by planning, gathering and setting up materials and supplies, and facilitating the activities.
15. Assist in the set-up and clean-up of the room and yard. Responsible for the overall cleanliness and minor maintenance of facility and childcare property such as sweeping, mopping, wiping down surfaces, etc. Clean and sterilize rooms and play surfaces.
16. Assist with monitoring the room and yard for safe and remove any hazards.
17. Restock supplies as needed.
18. Escorts children to various school locations such as pick-up and drop off, breakfast, and after school activities.
19. 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 type="checkbox"/>	
Working around equipment and machinery	<input type="checkbox"/>	<input type="checkbox"/>	Office equipment, household equipment
Walking on uneven ground	<input type="checkbox"/>	<input type="checkbox"/>	Play yard
Exposure to excessive noise	<input type="checkbox"/>	<input type="checkbox"/>	Screaming/crying children
Exposure to extremes in temperature, humidity, wetness	<input type="checkbox"/>	<input type="checkbox"/>	Outdoor conditions, cooking
Exposure to dust, gas, fumes, or chemicals	<input type="checkbox"/>	<input type="checkbox"/>	District approved cleaning supplies
Working at heights	<input type="checkbox"/>	<input type="checkbox"/>	Stepstool
Operation of foot controls or repetitive foot movement	<input type="checkbox"/>	<input type="checkbox"/>	
Use of special visual or auditory protective equipment	<input type="checkbox"/>	<input type="checkbox"/>	
Working with bio-hazards	<input 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?	Yes <input type="checkbox"/> No <input type="checkbox"/>				
	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		

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				

Reaching- At/Below Shoulder				X	
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100+ lbs

X					
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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.*