

KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED JUNE 2012
RANGE: 32.5
CLASSIFIED
CODE: 5, 7

CHILD DEVELOPMENT AIDE

DEFINITION

Under supervision, to perform a variety of child development activities to assist in the conduct of appropriate learning experiences and in maintaining proper school and classroom environment;

to perform routine clerical and supportive tasks for instructional personnel;

to do other related work as required.

EXAMPLES OF DUTIES

Assist instructional personnel with, directing students into safe learning and play activities and functions, and assist in the shaping of appropriate social behaviors;

assist in the management of student behavior through the use of positive reinforcement strategies and techniques;

may prepare and assist in the preparation of a variety of instructional materials and learning aids for use with individual or small groups of students;

maintain a variety of records and files, including confidential student records and information;

assist students with activities to develop small muscle and eye-hand coordination;

assist children with toileting and personal hygiene;

may assist children with feeding;

maintain or assist in maintaining an orderly, attractive and positive learning environment;

participate in parent conferences, as requested;

may assist in making community resources available to students and/or families.

QUALIFICATIONS

Knowledge of:

English and a second language, as required by the assignment at a level sufficient to fulfill the duties to be performed;

basic arithmetical concepts;

demonstrate an understanding, patient, and receptive attitude toward students of varied age groups;

perform routine clerical tasks and operate a variety of educational and office related machines and equipment;

comply with appropriate cleanliness standards, health and dress codes;

prepare food and formula under teacher directions;

understand and carry out oral and written directions;

establish and maintain cooperative working relationships with children and adults.

Ability to:

Demonstrate a love for young children;

exhibit a cheerful personality, self-confidence and patience;

possess imagination and creativeness;

adapt to change;

work constructively with people of all cultures;

lift 50 pounds;

move quickly, bend, squat, kneel and sit on floor;

communicate, hear and see clearly;

reach overhead;

work cooperatively with others;

understand and follow oral and written directions.

Experience:

Experience working with preschool and/or migrant children desirable.

Education:

Equivalent to the completion of the twelfth grade;

training or coursework in child growth and development desirable.

Conditions of employment:

A preplacement medical assessment/health screening, at office expense, is a condition of appointment after all other required job conditions have been met.

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of six months or 130 days, whichever is longer.

TS: gs

1/25/16

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