

**KERN COUNTY SUPERINTENDENT OF SCHOOLS**  
**APPROVED JULY 2014**  
**RANGE: 32.5**  
**CLASSIFIED**  
**CODE: 5, 7**

### **CHILD DEVELOPMENT ASSOCIATE**

#### **DEFINITION**

Under the direction of the assigned Teacher or Site Supervisor, to perform a variety of child development activities conducive to appropriate learning experiences and in maintaining proper school and classroom environment;

act as the Pre-School Teacher as necessary in the absence of the assigned Teacher;

to perform routine clerical and supportive tasks for instructional personnel;

to do other related work as required.

#### **EXAMPLES OF DUTIES**

Awareness and adherence to the philosophy of the Early Childhood Education program;

assist students into safe learning and play activities and functions;

assist in the management of student behavior through the use of positive reinforcement strategies and techniques to help students in their development of appropriate social skills;

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

assist in maintaining 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;

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

participate in parent conferences, as requested;

may be assigned to various classrooms within a site, based on the needs of the program;

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

#### **QUALIFICATIONS**

Knowledge of:

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;

assist in the preparation of food;

understand and carry out verbal and written directions;  
maintain a cooperative working relationship with children and adults.

Ability to:

Demonstrate an appreciation 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, sit on the floor, and reach overhead;  
communicate in English, hear and see clearly;  
work cooperatively with others;  
ability to communicate in Spanish or another language (in addition to English) is desired.

Experience:

Experience working with preschool children.

Education:

Equivalent to the completion of the twelfth grade.

Valid Associate Teacher Permit with 12 units in ECE/CD, including core classes or, Child Development Associate (CDA) Credential.

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.

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

10/20/15

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