

AMADOR COUNTY UNIFIED SCHOOL DISTRICT
Child Care Provider~Adult Education

DEFINITION

Under the supervision of the Adult Education program administrator or coordinator, performs duties to plan and implement a program for the supervision of children in designated areas during concurrently attended Adult Education programming by the parents/guardians of the children in care.

PRIMARY DUTIES AND RESPONSIBILITIES

- Plans and implements learning and playing experiences for children
- Prepares, monitors and cleans up program facilities
- Supervises classroom and outdoor playground activities to direct children into safe activities and relationships
- Helps children on a daily basis with their homework assignments
- Sets up and arranges supplies and equipment in the classroom for children to use
- Assists children to resolve minor conflicts
- Assist children during snack time
- Administers basic first aid, as needed
- Demonstrates a positive role model to the children at all times
- Maintains professionalism and confidentiality
- Performs related duties as required

CERTIFICATION REQUIRED

- Standard CPR and First Aid
- Criminal Justice Fingerprint Clearance

PREFERRED SKILLS, KNOWLEDGE AND ABILITIES

Knowledge of:

- General needs and behavior of children
- Correct English usage, spelling, grammar and punctuation
- Proficient reading and writing in English
- Operation of standard office equipment
- Number concepts
- Appropriate safety precautions and procedures

Ability to:

- Communicate with children and motivate them to participate in activities
- Learn and adapt to new procedures and conditions

- Apply knowledge and practices with judgement
- Recognize hazards to safety
- Learn laws, rules, practices and procedures related to child care environments
- Perform routine clerical work
- Understand and carry out oral and written instructions
- Establish and maintain effective working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS

- High School diploma or High School Equivalency (GED/HiSet) is required.
- Experience in a Child Care Center, Preschool, Home Child Care or Recreation program is desirable.
- 6 units or training in Early Childhood Education (ECE) or Child Development (CD) is desirable.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Light Work:

- Lifting, pushing and /or pulling objects normally does not exceed 50 pounds and is an infrequent aspect of the job.

Mobility:

- Positions in this class require the mobility to stand, stoop, reach and bend.

Vision:

- Positions in this class require vision (which may be corrected) to read small print.

SALARY LEVEL:

Range 15 of the ACUSD Classified Salary Schedule