

VALLEJO CITY UNIFIED SCHOOL DISTRICT

Human Resource Services

665 Walnut Avenue, Vallejo, CA 94592

JOB DESCRIPTION

CHILD DEVELOPMENT ASSOCIATE

Title:	Child Development Associate	Reports To:	Child Development Head Teacher or Cal Safe Head Teacher
Department:	Child Development Program	Work Year:	Days per year as assigned
Classification:	Classified	Salary:	See Classified (CSEA) Salary Schedule
Date Approved:	June 2019		

DESCRIPTION OF POSITION:

Under the direction of the site manager, the Child Development Associate will assist in providing quality instructional, social, and physical activities for children ages 0-5, elementary age, and pregnant and parenting teens, and will participate in the development, implementation, and evaluation of the assigned program.

REPRESENTATIVE DUTIES:

- Assist teachers in planning and providing creative, cognitively stimulating, and developmentally appropriate activities for children in an assigned program. E¹
- Assist teachers in the preparation and set up of areas of learning, social, and playtime activities. E
- Maintain a clean, safe, and healthy indoor and outdoor environment conducive to optimal growth and development of children. E
- Participate in the activities of a group of children engaged in story time, snack and other daily activities. E
- Interact positively with children individually to encourage self-expression and language development. E
- Support positive interaction with parents by assisting teachers with parent involvement activities, conferences, and daily interactions. E
- Participate in staff meetings, training sessions and annual program self-evaluations. E
- Assist with the maintenance of program compliance forms and documentation, including but not limited to meal reporting, enrollment and attendance accounting, accident reporting, and daily care logs. E
- Assist with mealtimes, naptime, and other transitions during the day. E
- Assist children with diapering, toileting, and hand washing routines. E
- Assist the teacher and work independently in the development, implementation and evaluation of the program. E
- Perform other assigned duties necessary to maintain program quality and compliance.
- ¹ *Essential duties as required by the American Disabilities Act*

EDUCATION AND EXPERIENCE:

- High School graduation or equivalent. Must pass proficiency examination if required by State or Federal guidelines.
- Professional or volunteer work with children's groups is highly desirable.

KNOWLEDGE, SKILLS AND ABILITIES: KNOWLEDGE of:

- Child care and development programs including Infant/Toddler, Pre-Kindergarten, School-Age and Teen Parenting programs.
- Oral and written communication skills.

ABILITY to:

- Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Work well with and be supportive of children.
- Speak clearly and distinctly.
- Hear and understand information over the telephone and in person.
- Assist in planning, implementing and providing positive learning, social and physical activities for children.
- Observe the behavior and interactions of children.
- Communicate and participate as a team member with other program staff to meet the needs of children enrolled.
- Work cooperatively with other staff members in providing quality programs for children.
- Demonstrate sensitivity when relating to persons with diverse socioeconomic, cultural, ethnic, and special needs backgrounds.

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The work assigned to this classification is performed in a child development center environment. While performing the duties of this classification, the employee is regularly exposed to the risks of exposure to childhood illnesses. Diapering and cleanup of toileting accidents will be required. In addition, the work environment is moderately noisy. On occasion, in order to maintain legally mandated adult-child ratios, an employee assigned to this classification may be required to move from room to room or from site to site.

PHYSICAL REQUIREMENTS: Frequency Key None (1); Occasional - up to 25% of shift (2); Intermittently –up to 50% of shift (3) Frequently –up to 75% shift (4)

Activity	Frequency	Activity	Frequency
Bend	4	Lift/carry 0-10 lbs	4
Twist	4	Lift/carry 11-25 lbs	4
Squat	4	Lift/carry 26-40 lbs	4
Kneel	4	Lift/carry 41-100 lbs	2
Climb	3	Stand	4
Reach above shoulder	3	Walk	4
Grip/Grasp	4	Sit	3
Extend/Flex Neck	3	Drive	1
Use Right Hand	4	Perform Repetitive Hand Motions	4
Use Left Hand	4	Keyboarding/Mouse Work	2
Ability to See	4	Ability to Hear	4

THE VALLEJO CITY UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER and in compliance with federal and state laws, prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived race, religion creed, color, national origin, ancestry, age, parental, family, or marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex (sexual harassment), or sexual orientation, or association with a person or a group with one or more of these actual or perceived characteristics.

Approved by: _____
Dr. Gigi Patrick, Chief Human Resources Officer

Date: _____

