

CHILD CARE PROGRAM ASSISTANT
PART TIME, TEMPORARY

DEFINITION

To perform a variety of duties related to assisting with planning, coordinating and supervising Child Care and/or pre school programs.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

Assist with planning and directing a variety of program areas which may include child care, pre school or after-school programs.

Aid in training of seasonal employees and volunteers.

Prepare reports, schedules, and other administrative material.

Stimulate interest while teaching and supervising activities such as sports, games, special events, arts and crafts, drama and social activities.

Maintain positive student relations and follow disciplinary procedures.

Maintain a safe, clean, and orderly classroom environment.

Notify appropriate staff of any problems with regard to site maintenance, children or parents, and make recommendations as necessary.

Promote and enforce safety procedures; render first aid and CPR, if certified, as required.

Help to maintain records and reports as required; track and complete subsidized child care paperwork.

Mentor and direct staff in all aspects of classroom management, curriculum and team building.

Coordinate supply needs.

Assume the role of Assistant Day Care Site Coordinator as required.

Open and close the site in the absence of the Day Care Site Coordinator and the Assistant Day Care Site Coordinator.

Child Care Program Assistant

Part Time, Temporary

- 2 -

Coordinate distribution and assignment of department uniforms and equipment.

Monitor and adhere to the program budget.

Supervise assigned temporary staff; schedule, train and monitor staff relative to assigned duties; review timekeeping system of assigned staff for accuracy.

Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Basic knowledge of modern methods, techniques, principles and procedures used in the planning and supervision of child care and/or preschool programs and facilities.

Elementary aged child with regard to interest, skills, special needs, recreational activities, and program planning of such activities, i.e., sports, organized games, special events, arts and crafts and drama.

Practices and methods of public relations and customer service; techniques and principles of effective interpersonal communication.

Basic methodology of organizing groups, programs, and services in a recreational setting.

Principles and techniques of first aid and CPR.

Modern office equipment, methods, procedures, and computer hardware and software.

Ability to:

On a continuous basis, know and understand operations and observe safety rules; supervise children; stand for long periods of time; interpret, understand and follow policies and procedures, and explain operations and problem solve issues for the public and with staff.

Intermittently set up booths, hang banners, move tables, chairs and carry supplies; participate with children on field trips, perform exercises with children; lift or carry weight of 45 pounds or less.

Lead activities, applying knowledge to an actual day care program and the children therein.

Child Care Program Assistant

Part Time, Temporary

- 3 -

Supervise children on playground.

Establish positive and professional relationships with children, co-workers and parents.
Establish and maintain effective working relationships with those contacted in the course of work.

Understand and translate City policies and practices into everyday working practices; make sound decisions with solid problem solving methods.

Respond to emergency situations in a calm and effective manner; administer first aid and CPR, if certified.

Operate a computer as necessary to perform job duties.

Identify problems regarding the facility and programs; refer difficult problems/irregularities for more advanced attention and recommend possible solutions.

Understand and carry out written and oral directions.

Maintain accurate and up-to-date records.

Work outdoors in a variety of weather conditions.

Communicate tactfully with customers.

Communicate effectively and concisely, both orally and in writing.

Experience and Training

Experience:

Minimum of two (2) years of work experience in a licensed child care center or comparable group child care program, under the supervision of a person who would qualify as a teacher or director.

or

Two (2) seasons of paid experience in administering and coordinating recreation programs or a related field.

Training:

Child Care Program Assistant

Part Time, Temporary

- 4 -

Equivalent to completion of the twelfth (12th) grade, GED, or higher level degree supplemented by completion of twelve (12) units in early childhood education, recreation, physical education, elementary education or related field.

License or Certificate

Possession of a valid California driver's license by date of appointment.

Possession of CPR and First Aid certificates within six (6) months of hire.

04-05-18

07-04-09

Child Care Program Assistant

03-01-05

06-01-98

10-01-88

04-01-87

Program Coordinator