

## College of the Redwoods

## Position Description

Position: Child Development Center Assistant	Position Number:
Department: Student Services	FSLA: Non-exempt
Reports to: Center Director	Salary Grade: 114

### **Summary**

Maintains front office and is responsible for performing various administrative office duties. Works with classroom teachers and center director to ensure center runs smoothly.

### **Essential Duties and Responsibilities**

- Assists in classrooms due to staffing vacancies or absences on an as-needed basis.
- Provides oversight of all attendance check-in, well child/temperature check, greeting/parent check-in daily.
- Model appropriate educational techniques for students from the ECE department and other disciplines. Assist the Center Director and ECE Associates in directing student aides, work study students, and other center personnel.
- Assists in staffing direction and maintaining classroom ratio for licensing requirements.
- Provides oversight of department orientation for new employees, Federal Work Study, and Temporary employees.
- Regularly communicate with parents and guardians regarding documentation requirements.
- Assist in maintaining the center offices and common areas in a clean, safe and child-centered manner. Enforce health and safety policies for children, staff, and students.
- Assist in the implementation and documentation of regular fire and other emergency preparedness drills.
- Provides supervision of ill children until picked up by their parent/guardian.
- Assist in the planning and preparation of nutritious snacks which will provide a maximum level of child participation.
- Process meal counts and attendance sheets on a weekly basis or daily basis.
- Assist in the enrollment of new families, including processing of paperwork and completing necessary reports.
- Contributes to the ongoing efficient functioning of classroom operations.
- Performs other duties as assigned that support the overall objective of the position.
- Acts as main contact for building/facilities in the absence of the director.

- Communicate regularly with the director regarding the care and safety of children, center operations, and parent concerns.
- Maintains all children's files with ongoing required documentation.
- Maintains all employee files with ongoing required documentation.
- Processes all assessment data.

## **Qualifications**

### **▪ Knowledge and Skills**

- Requires in-depth knowledge of child development principles and practices and an understanding of the goals and objectives of a preschool program.
- Special knowledge is required in the emotional, physical, and mental development, variations, and needs of preschool and elementary school aged children.
- Knowledge of arithmetic, grammar, spelling, language and reading sufficient to direct students with learning exercises or projects is required.
- Requires knowledge of licensing requirements, funding, and contract terms governing child development centers.
- Requires well-developed communication skills to interact with students, staff, children, and parents, to conduct formal instruction of a small group, to resolve confrontation, and hold conferences.
- Requires sufficient writing skills to document student and children's files. Requires computer skills including Microsoft Office products.
- Requires in-depth knowledge of DRDP assessment tool, Learning Genie software, DRDP online software, or similar applications.

### **▪ Abilities**

- Requires excellent communication and organization skills.
- Ability to perform the essential responsibilities and work tasks of the position. Demonstrated ability to deliver instruction to children.
- Requires the ability to balance emotional support and discipline to deal with behavior problems.
- Ability to observe, categorize, evaluate, and critique children's performance.
- Ability to comply with State guidelines.
- Ability to supervise the building during the absence of the Center Director.

### **▪ Physical Abilities**

- Requires normal hearing and speaking skills to communicate with staff and students.
- Requires visual acuity to read numbers and words.
- Requires the ability to stand and walk for extended periods of time (greater than 2 hours), to lift light to heavy objects on an occasional basis (10-50 lbs), and to push or pull lightweight objects.

▪ **Education and Experience**

- Requires an Associates Degree in Early Childhood Education that includes required curriculum, 6 credits of program administration, and 2 credits of adult supervision.
- Requires 1-2 years of early childhood teaching experience.

▪ **Licenses and Certificates**

- Child Development Permit at the Site Supervisor level.