

YOLO COUNTY OFFICE OF EDUCATION

Head Start/Early Head Start Programs

CLASS TITLE: CHILD CARE AIDE – EARLY HEAD START

BASIC FUNCTION:

Under the direction of an assigned supervisor, provide support and assistance in an infant/toddler center and on the playground. Provide routine infant/toddler care in the child care facility including diapering, feeding and basic hygiene.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Assist teaching staff with the preparation and presentation of age appropriate learning materials and instructional activities for children. Assist with the supervision of children both inside and on the playground. Respond quickly and directly to children's needs, desires, and verbal and non-verbal messages. Extend children's language by songs, stories, and language based games. Demonstrate respect, acceptance and comfort for children. Observe behavior of infants and toddlers; report progress and behavior to teacher. Take care of all aspects of children's personal needs.

Assist at meal and snack time by preparing and setting up tables, warming food and/or bottles; holding infants while they drink from a bottle, spoon-feeding children who need assistance; sit and eat with toddlers modeling good manners and healthy food choices; encourage toddlers to gain self-help feeding skills.

Perform a variety of duties involved in providing a safe and secure learning environment for infants and toddlers in the Early Head Start center based program. Assure the health and safety of infants, toddlers and adults by following health and safety rules. Assure a clean and orderly physical environment by assisting with or performing cleaning activities, returning objects to their correct place, organizing materials, displaying children's work, posters, bulletins, and parent information in an attractive and appropriate manner.

Perform a variety of routine clerical duties including recording child care attendance and meal counts, and other record keeping tasks as required.

Attend staff meetings, parent meetings, staff development and in-service training programs as assigned.

Perform other job related tasks as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Infant/toddler growth and development.
- Health and safety practices.
- Basic record-keeping techniques.

ABILITY TO:

- Perform a variety of duties involved in providing a safe and secure learning environment for infants and toddlers.
- Learn program policies, procedures, objectives and goals.
- Demonstrate an understanding, patient, and receptive attitude toward children.
- Establish and maintain a cooperative and effective working relationship with others.
- Drive a car/van to travel from site to site in the performance of duties.

LICENSES AND OTHER REQUIREMENTS:

LICENSE OR CERTIFICATES:

- Valid California driver's license.
- Possess Pediatric First Aid and CPR certificate or obtain w/in 90 days of employment.

REQUIREMENTS:

- At least 18 years of age.
- Communicate orally and in writing using correct English usage, spelling, grammar, vocabulary and punctuation.

WORKING CONDITIONS:

ENVIRONMENT:

Classroom and office environment.
Travel from site to site within the county.

PHYSICAL DEMANDS:

Lifting children weighing up to thirty-five (35) pounds.
Bending at the waist, kneeling or crouching to maintain direct eye contact with infants/toddlers.
Sit on the floor and/or preschool chairs.
Dexterity of hands and fingers to manipulate specialized apparatus and standard office and classroom equipment.
Seeing to read a variety of materials and monitor student activities.
Hearing and speaking in order to exchange information.
Driving a vehicle to conduct work.

HAZARDS:

Exposure to bodily fluids and infectious diseases.

APPROVED:

Signature, Policy Council Chair

Date of Approval

Signature, Superintendent or Designee

Date of Approval