

INFANT/TODDLER ASSISTANT II

Purpose Statement

The job of Infant/Toddler Assistant II is done for the purpose/s of supervising and teaching preschool teachers and assistants; ensuring compliance with Community Licensing regulations plus Cal Safe and Head Start program requirements; managing program requirements; and coordinating communications with parents.

Essential Functions

- Administers program requirements, policies and guidelines for the purpose of maintaining compliance with Community Care Licensing regulations plus Cal Safe and Head Start requirements and program funding.
- Assesses center needs (e.g. food, instructional materials, equipment, supplies, etc.) for the purpose of ensuring the availability of items to maintain the center.
- Develops curriculum programs and activities (e.g. art, science, library, music, housekeeping, computer, sand box, etc.) for the purpose of presenting and/or reinforcing learning concepts and reaching students academic goals.
- Instructs toddlers (e.g. art, science, music, housekeeping, story time, movement activities, etc.) for the purpose of improving the students academic success and transition to preschool.
- Maintains a variety of records for the purpose of ensuring compliance with program requirements.
- Organizes indoor/outdoor, quiet/active activities appropriate to age group for the purpose of actively participating in the learning activities with children.
- Participates in workshops, meetings, community events, etc. for the purpose of receiving and/or presenting information.
- Prepares a variety of reports (e.g. student information, lesson plans, inventory, enrollment, etc.) for the purpose of meeting program, district, state and federal requirements.
- Responds to inquires from a variety of sources (e.g. developmental questions at parent meetings, information on breast feeding, bottle feeding, nutritional needs, SIDS, immunization, etc.) for the purpose of resolving issues, providing information and/or direction.
- Supervises all personnel in the classroom (e.g. daily schedule, staffing patterns, curriculum, etc.) for the purpose of ensuring the efficient operation of the site.

Other Functions

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: apply pertinent policies, regulations and/or laws related to state & federal licensing, Headstart requirements; planning and managing activities; preparing and maintaining accurate records; and operating standard office equipment including utilizing pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: appropriate codes, policies, regulations and/or laws; age appropriate activities; and stages of child development.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: establishing and maintaining constructive relationships; adapting to changing work priorities; maintaining confidentiality; and working flexible hours.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; directing other persons within a small work unit; and monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions requires the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 30% sitting, 20% walking and 50% standing. The job is performed under minimal temperature variations, some hazardous conditions, and in a clean atmosphere.

Experience Job related experience within specialized field is required.

Education Targeted job related education that meets organization's prerequisite requirements.

Required Testing

None Specified

Certificates & Licenses

First Aid/CPR
Children's Center Permit (or eligibility)

Continuing Educ./Training

Infant/Toddler Development Course, 24 ECD Units

Clearances

Criminal Justice Fingerprint/Background Clearance
TB Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Classified 25