

INFANT/TODDLER ASSISTANT I

Purpose Statement

The job of Infant/Toddler Assistant I is done for the purpose/s of supervising and teaching infants and toddlers; ensuring compliance with program requirements; assisting with parent education programs; and coordinating communications with parents.

Essential Functions

- Assists infants and toddlers (e.g. diapering, potty training, feeding, etc.) for the purpose of caring for students needs.
- Implements parent education program under the direction of a certificated teacher as may be required (e.g. breast feeding, bottle feeding, nutritional needs, SIDS, immunizations, etc.) for the purpose of providing and supporting various areas of the program.
- Instructs toddlers (e.g. art, science, music, housekeeping, story time, movement activities, potty training, etc.) for the purpose of improving the student's social/academic success and transition to preschool or daycare setting.
- Maintains classroom equipment, work areas, student files/records (e.g. instructional materials, cleaning work area, kitchen area, etc.) for the purpose of ensuring availability of items and/or providing reliable information.
- Monitors infant and toddler behavior for the purpose of providing a safe and positive environment.
- Organizes indoor/outdoor, quiet/active activities appropriate to age group for the purpose of actively participating in the learning activities with children.
- Prepares snacks, lunches, bottles, food, etc. for the purpose of feeding infants and toddlers and ensuring they receive proper nutritional items to meet the federal and state guidelines.
- Responds to inquires from a variety of sources for the purpose of resolving issues, providing information and/or direction.

Other Functions

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Participates in workshops, meetings, community events, etc. for the purpose of receiving and/or presenting information.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to 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; preparing and maintaining accurate records; and operating standard office equipment including pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; 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; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a 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 wide diversity of individuals; work with a variety of data; and utilize specific, job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. 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 procedures; providing information and/or advising others; and operating within a defined budget and/or financial guidelines 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 with increasing levels of responsibility is desired.

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

Required Testing

None Specified

Certificates & Licenses

CPR/First Aid Certificate

Continuing Educ. / Training

Infant/Toddler Development Course
12 ECE Credits

Clearances

Criminal Justice Fingerprint/Background Clearance
TB Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Classified 16