

CLOVIS UNIFIED SCHOOL DISTRICT**POSITION DESCRIPTION**

Position:	Youth Parent Program Assistant	FLSA:	Non Exempt
Department:	Child Development	Salary	
Reports To:	Youth Parent Program Site Supervisor	Schedule:	Child Development

SUMMARY

Provide direct care and supervision to the children in the program assigned; perform general housekeeping tasks.

NATURE AND SCOPE

Under the general supervision of the supervisor, independently accomplishes duties which follow well established policies, procedures and regulations. Meets the individual needs of each student, assists the supervisor in providing developmentally appropriate activities, and duties to support center maintenance.

DISTINGUISHING CHARACTERISTICS

At this level, skills are required to assist in planning, implementing and monitoring the infant and toddler programs.

ESSENTIAL TYPES OF DUTIES (Examples)

- Give each child individual specialized attention each day, responding to each child's needs (i.e. feeding, changing, stimulating).
- Assist with setting up work areas, distributing supplies, and working with small groups of children.
- Maintain daily records (i.e. food, diaper, and nap charts) of each child as necessary to assure quality care.
- Report immediately to the supervisor any signs of illness or other distress and record them in the child's record.
- Provide an environment that develops maximum physical, emotional, and cognitive development of the children and the student parents.
- Assist in general housekeeping of tasks: maintain order, arrangement, appearance, décor and learning environment of the class space.
- Prepares teaching aids, labels, charts, bulletin boards and displays as instructed and assists in decorating classroom.
- Participate in staff development activities and a program of professional growth.
- Maintain effective relationships with employees, students, and children.

- Other related work as assigned.

QUALIFICATIONS

Knowledge and Skills: Requires a basic knowledge of child guidance principles and practices. Requires good communication skills to interact with students, staff and parents. General knowledge of basic clerical and record keeping.

Abilities: Ability to perform the essential responsibilities and work tasks of the position. Demonstrates ability to understand and interpret teacher's instructions in order to assist in the care of children.

Working conditions: Work is performed in a classroom setting, presenting minimal exposure to health or safety hazards. Requires normal hearing and speaking skills to communicate with staff and students.

Education and Experience: Must be 18 years of age, high school diploma or GED required. Six college semester units in Child Development or Early Childhood Education preferred. Minimum of one year experience working with infants and toddlers preferred.