

**CLOVIS UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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<b>Position:</b>	Child Development Aide	<b>FLSA:</b> Non-Exempt
<b>Department/Site:</b>	Child Development	
<b>Reports to/Evaluated by:</b>	Child Development Site Instructor or Program Supervisor	<b>Salary Schedule:</b> Child Development Salary Schedule

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**SUMMARY**

Child Development Aide assists the program instructor for an individual class in the direct care and supervision of the children and maintains program standards.

**NATURE AND SCOPE**

Works under direct supervision of the class Instructor or Site Lead Instructor. Follows well defined guidelines, policies, and written procedures. Exercises patience, tolerance and objectivity when working with individuals or groups of children. Uses judgment to determine children’s needs and when to seek assistance from Instructor or other staff.

**DISTINGUISHING CHARACTERISTICS**

This is an entry level position in the Child Development instructional series. Advancement is possible along the instructional or supervisory track but will require additional formal classes, training, and experience. May qualify for the Instructional Assistant career ladder.

**ESSENTIAL TYPES OF DUTIES**

- Works with Instructor to implement lesson plans by providing positive learning experiences for students.
- Assists the Instructor in maintaining classroom discipline and order by observing the activities of the students.
- Responds appropriately to each student’s particular needs and characteristics.
- Assists Instructor with attendance.
- Reports to the Instructor any signs of illness or distress observed in the students.

- Prepares, sets up, and arranges supplies and equipment in the classroom as directed.
- Reinforces program policies and procedures at the school site.

## **QUALIFICATIONS**

**Knowledge and Skills:** Requires a basic knowledge of child guidance principles and practices and an understanding of the goals and objectives of the Child Development Expanded Learning Programs. Knowledge of arithmetic, grammar, spelling, language and reading sufficient to assist students with homework or other projects is required. Requires good communication skills to interact with students, staff and parents. General knowledge of basic clerical and record keeping processes is necessary.

**Abilities:** Ability to perform the essential responsibilities and work tasks of the position. Demonstrates ability to understand and interpret instructions to assist students. Ability to understand the needs and differences of students and to reach and motivate them. Requires the ability to balance emotional support and discipline to deal with behavior problems. Ability to perform clerical and classroom support duties with minimal supervision. Work is performed in a classroom setting, presenting minimal exposure to health or safety hazards.

**Working Environment:** Work is performed in a classroom and playground setting presenting minimal exposure to health or safety hazards.

### **Education and Experience:**

Must be 18 years of age, high school diploma or GED required.