

CLOVIS UNIFIED SCHOOL DISTRICT

Job Description: Child Development Aide

Salary Grade: 01

Salary Schedule: Classified

Department: Child Development

Reports to/Evaluated by: Child Development Site Instructor or Program Supervisor

FLSA: Non-Exempt

SUMMARY

The Child Development Aide assists the program instructor for an individual class in the direct care and supervision of children while maintaining established program standards. Working under the direct supervision of a class Instructor or Site Lead Instructor, the Aide follows well-defined guidelines, policies, and written procedures. The role requires the exercise of patience, tolerance, and objectivity when working with individuals or groups, as well as the judgment to determine children's needs and identify when to seek assistance from senior staff.

DISTINGUISHING CAREER FEATURES

This is an entry-level position within the Child Development instructional series. Advancement is possible along either the instructional or supervisory tracks, though such progression requires additional formal classes, training, and experience. Furthermore, individuals in this role may qualify for the Instructional Assistant career ladder.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Works alongside the Instructor to implement lesson plans and provide positive learning experiences for students.
- Assists in maintaining classroom discipline and order by actively observing student activities.
- Responds appropriately to the specific needs and characteristics of each individual student.
- Supports the Instructor with attendance tracking and administrative needs.
- Identifies and reports any signs of student illness or distress to the Instructor immediately.
- Prepares, sets up, and arranges necessary classroom supplies and equipment as directed.
- Reinforces and upholds program policies and procedures at the assigned school site.

QUALIFICATIONS

- **Knowledge of:** Requires a basic understanding of child guidance principles and practices, alongside the goals and objectives of the Child Development Expanded Learning Programs. The position necessitates proficiency in arithmetic, grammar, spelling, language, and reading

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sufficient to assist students with homework or projects. Additionally, it requires strong communication skills for interacting with students, staff, and parents, and a general knowledge of basic clerical and record-keeping processes.

- **Ability to:** Demonstrate the capacity to perform all essential responsibilities and work tasks of the position. This includes the ability to understand and interpret instructions to assist students, recognize individual student needs and differences, and effectively motivate learners. The role requires balancing emotional support with discipline to manage behavior problems and the ability to perform clerical and classroom support duties with minimal supervision.
- **Education and Experience:** Applicants must be at least 18 years of age. A high school diploma or GED is required to qualify for this position.
- **Working Conditions:** Work is performed in both classroom and playground settings. These environments typically present minimal exposure to health or safety hazards.