

**CLOVIS UNIFIED SCHOOL DISTRICT****POSITION DESCRIPTION**

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

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**SUMMARY**

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

**NATURE AND SCOPE**

Under the general supervision of the Lab instructor, independently performs duties which are well defined by policy, procedure and mandated regulation. Meet the individual needs of each student, assist the lab instructor in providing developmentally appropriate activities, and maintain the center is also required.

**DISTINGUISHING CHARACTERISTICS**

The Youth Parent Program Assistant III may provide instruction and supervise the Youth Parent Assistants I and II. At this level, skills are required to have advanced skills sufficient to develop, implement and monitor the infant and toddler programs under the supervision of the lab instructor.

**ESSENTIAL TYPES OF DUTIES** (Examples)

- Assist in the planning, supervising and implementing the program for the class in accordance with the policies and philosophy of the school and state guidelines.
- Provide and support the lab instructor by setting up work area, distributing supplies and working with small groups of children.
- Maintain and submit on a timely basis records (timesheets, food, diaper, and nap charts) as required pursuant to the State guidelines.
- Provide an environment that develops maximum physical, emotional, and cognitive development of the children and the student parents.
- May assist in the general housekeeping of tasks: maintain order, arrangement, appearance, decor and learning environment of the class space.
- Provide opportunities for student parent education and involvement.
- Assist in developing and implementing effective, developmentally appropriate curriculum. Prepare teaching aids, labels, charts, bulletin boards, and displays as instructed.
- Attend all staff meetings as assigned.

- Participate in a program of professional growth.
- Give each child individual specialized attention each day, responding to each child's particular needs (i.e. feeding, changing, stimulating, maintain discipline).
- Maintain effective relationships with employees, students, and children.
- Additional duties as assigned by lab instructor.

### **QUALIFICATIONS**

High school graduate or equivalent  
18 years of age

3 semester units in infant/toddler care/development.