



1425 INSTRUCTIONAL ASSISTANT—DAY CARE PROGRAM(S)

Classification Summary

Provides direct physical care of infants and plans daily activities for children attending the District's Day Care Centers. Oversees high school students who are enrolled in work study programs and/or have children in one of the Centers.

Supervisory Relationships

Reports to the Child Care Center Director, head of the Home Economics Department, or other administrator. May be required to assign and review the work of high school students enrolled in the program.

Examples of Duties

1. Conduct lesson plans for children at the Day Care Facility. Prepare needed resources and conduct activities such as daily lessons, songs, stories, games, and art projects.
2. Administer direct infant care by changing diapers, assisting in using the toilet or washing, and performing related personal care and hygiene tasks. Feed bottles to infants; procure, prepare, serve, and clean-up after daily afternoon snack for older children.
3. Assign tasks to young parents or student assistants and monitor their interaction with children. Provide guidance in the application of prepared day care programs. Provide role models and examples in parent/child interaction; advise and interact with students and parents in a diplomatic manner. Discuss child behavior problems or special needs.
4. Discuss child development, program issues, lesson plans, and menus with supervisor. Provide feedback on student assistant performance and complete evaluations as assigned.
5. Maintain records of child activity, curriculum administration notes, or other records as required.
6. Perform daily routine cleaning duties for the Center in kitchen, laundry room, bathroom, art areas, activity areas, lockers and library; sanitize and put away toys; lock and secure the facility.
7. Provide minor first aid, dispute resolution, and quality personal attention for children.
8. Maintains regular and prompt attendance.
8. Performs other related duties as assigned.

Required Knowledge, Skills And Abilities

1. Knowledge of infant and pre-school child development and educational concepts. Ability to make decisions regarding curriculum and discipline.
2. Ability to work effectively with infants and toddlers for extended periods of time.
3. Ability plan and implement day care center activities and organize needed resources.
4. Ability to assign and oversee work of student assistants.
5. Ability to develop and enforce safety precautions in connection with child activity and student assistant interaction with the children.

Minimum Qualifications for Class Entry

1. High school diploma or equivalent. Associate degree in Early Childhood development or equivalent experience preferred.
2. Two years of previous experience in direct care activities with pre-school aged children with responsibility to plan activities.

Work Environment

Incumbents work in a day care facility which either serves the needs of student parents with infants up to two years of age or serves the needs of the general public in providing care for two to five-year-olds.