

## EDUCATIONAL ASSISTANT —CHILD DEVELOPMENT CENTER

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### Classification Summary

Provides support to pregnant and parenting students in providing quality care-giving to each child enrolled in the District's Young Parent Program Child Development Center. Oversees high school students who are enrolled in work study programs and/or have children in the Center.

### Supervisory Relationships

Reports to the 4j Young Program Child Development Center Supervisor. May be required to assign and review the work of high school students enrolled in the program.

### Essential Functions

1. Provides primary care-giving consisting of feeding, rocking, diapering and special activities for children enrolled in the Center.
2. Provides care equivalent to all standards necessary for licensing.
3. Follow all policies and procedures outlined in the Rules for Certified Child Care Center from the Oregon Employment Department Childcare Division.
4. Supervise children assigned.
5. Complete sanitation and cleanup responsibilities as needed following Oregon Child Care Center Division (OCCD).
6. Keep accurate feeding, sleeping and diapering records on the children served.
7. Feed children foods indicated in the approved menu and corresponding with the USDA/CACFP.
8. Report to the Young Parent Program Child Development Center Supervisor any and all concerns or questions regarding the care of a child, changes in schedules, student questions. Health related issues, visitor policies and appropriate telephone and classroom use, etc.
9. The Center is a mandatory reporter in cases of suspected child abuse; all employees and volunteers ***shall*** report all cases of suspected child abuse or neglect.
10. May assume the duties of the Lead Educational Assistant in the absence of the Program Supervisor.
11. Serves a role model for pregnant and parenting students, and models positive parenting practices for young parents and students working in the Center.
12. Consistently follows and enforces the rules and policies for running the Center.
13. Conveys a positive attitude about the District Young parent Program and the Child Development Center in the community at-large.
14. Works as a team to plan, develop and implement a variety of infant-and-toddler-specific activities. These will be written and posted on a chart for each curriculum area.
15. Administers medications following the District's Administrative Rules and procedures outlined in the OCCD.
16. Perform other duties and activities as assigned by the Center supervisor or administrator.
17. Establish and maintain good working relationships with peers, students, school staff and other internal/external stakeholders.
18. Maintains regular and prompt attendance.
19. 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.
6. Must complete 15 hours of additional training related to the care of infants and toddlers each year as required by the CCD.

### **Required Qualifications in Accordance with the Rules for Certified Child Care Centers Oregon Employment Department Child Care Division**

1. Must be 18 years of age.
2. Completion of 20 credits (semester system) or 30 credits (quarter system) of training at a college or university in Early Childhood Education; **OR**
3. A one year state or nationally recognized credential related to infant and toddler care; **OR**
4. At least one (1) year of experience in a Certified Child Care Center in the care of infants and/or toddlers.
5. High school diploma or equivalent. Associate degree in Early Childhood development or equivalent experience preferred.
6. Must pass a criminal background check.
7. Must have a valid First Aide and Infant CPR certification (card).
8. Must have a valid Food Handler's certification (card).

### **Work Environment**

Incumbents work in a Child Development Center which serves the needs of pregnant and parenting teens with infants and toddlers.

**NOTE:** Revised and update in August 2012 to meet the requirements of the Oregon Employment Department Child Care Division.