



LEAD EDUCATIONAL ASSISTANT – CHILD DEVELOPMENT CENTER

Position Summary

Responsible for the development and implementation of the Center's program of activities for infants and toddlers. Ensures the appropriateness of programs and activities for infants and toddlers. 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 Relationship

This position reports directly to the 4J Young Program Child Development Center Supervisor. May be required to assign and review the work of the 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 and Quality Rating.
3. Follow all policies and procedures outlined in the Rules for Certified Child Care Center from the Oregon Early Learning Division (ELD).
4. Supervise children assigned.
5. Complete sanitation and cleanup responsibilities as needed following ELD.
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 Supervisor in his/her absence.
11. Lead Child Care staff in daily tasks, scheduling, maintain licensing expectations, documentation and communication with families.
12. Serves a role model for pregnant and parenting students, and models positive parenting practices and interactions for young parents and students working in the Center.
13. Consistently follows and enforces the rules and policies for running the Center.
14. Conveys a positive attitude about the District Young Parent Program and the Child Development Center in the community at-large.
15. Works as a team to plan, develop and implement a variety of infant-and-toddler-specific activities. These will be written and posted for each curriculum area.

16. Administers medications following the District's Administrative Rules and procedures outlined in the Early Learning Division.
17. Maintains regular and prompt attendance.
18. Perform other duties and activities as assigned by the Center supervisor or administrator.

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 interaction with the children.
6. Must complete 18 hours of additional training related to the care of infants and toddlers each year as required by the ELD.

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. A Bachelor's Degree (BS/BA) from college or university with a major in Early childhood Education or Child Development; OR
3. Associate's Degree (AS/AA) from a college with a major in Early Childhood Education or Child Development; OR
4. Completion of 20 credits (semester system) or 30 credits (quarter system) of training at a college or university in Early Childhood Education AND at least one (1) year of experience in a Certified Child Care Center in the care of infants and/or toddlers; OR
5. A one year state or nationally recognized credential related to infant and toddler care; OR
6. High school diploma or equivalent. Associate degree in Early Childhood development or equivalent experience preferred.
7. Must pass a criminal background check.
8. Must have a valid First Aide and Infant CPR certification (card).
9. 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.

ADDITIONAL INFORMATION	
Employee Unit	OSEA Classified
Pay Grade	Grade 10
Approved by	Cydney Vandercar Asst. Superintendent for Administrative Services
Last revised	July 17, 2018