



**ORCUTT UNION SCHOOL DISTRICT
CLASSIFIED NOTICE OF VACANCY**

500 Dyer Street
Orcutt, CA 93455
(805) 938-8900

**Classified application is available @ www.orcutt-schools.net
Departments, Classified Employment, Application for Employment – Classified 2023**

September 19, 2023

- POSITION:** CHILD CARE ASSISTANT(s)
- ASSIGNMENT:** 2.0 to 4.25 hours per day
- SALARY:** \$16.50 - \$20.66 per hour
- QUALIFICATIONS:** See job description; must pass proficiency test
- LICENSES & CERTIFICATES:** CPR and First Aid certificates (not necessary to apply but must be obtained within 30 days of employment); Valid California driver's license
- TO APPLY:** Submit an application (if one is not on file with the Human Resources Department) and/or letter of interest summarizing your experience and qualifications to Susan Salucci, Assistant Superintendent/Human Resources, at the above address.
- Applicants must follow the above instructions to be considered.
- APPLICATION DEADLINE:** Until filled
- INTERVIEWS:** Applicants will be notified

It is the applicant's responsibility to confirm the receipt of their application by the Classified Human Resources Department. Meeting minimum qualifications does not insure the candidate an interview. Therefore, it is important that the application be thorough and detailed. Applicants will be assessed on the breadth and depth of education, training, experience, skills, knowledge and abilities. The district reserves the right to extend time limits, reinitiate or withdraw the recruitment-selection process at any point.

General Requirements upon Offer of Employment

The Immigration Reform and Control Act requires that the District obtain documentation from every individual who is employed, which verifies identity and authorizes his/her right to work in the United States. Individuals selected for employment must have a tuberculin examination to determine freedom from tuberculosis. The District may require a job related physical examination and satisfactory result from such an exam. This cost is the responsibility of the District. State law requires that all employees be fingerprinted and cleared through the Department of Justice. This cost is the responsibility of the applicant.

"The Orcutt Union School District does not discriminate on the basis of a person's actual or perceived race, color, national origin, ancestry, religious creed, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation in the educational programs or activities which it operates"

****AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER****

ORCUTT UNION SCHOOL DISTRICT

CLASS TITLE: CHILD CARE ASSISTANT

BASIC FUNCTION:

Under the direction of the Director of Child Care Services, assist in the activities and operation of an extended day care center.

REPRESENTATIVE DUTIES:

Assist the Child Care Coordinator in daily activities of an extended day care center; organize and prepare the learning environment and prepare needed materials and supplies. *E*

Plan, implement and oversee activities and programs for students in accordance with District policies and procedures; assist children in making a satisfactory transition from home to day care and reinforcing positive attitudes and social skills. *E*

Provide support for District's regular academic program; monitor signing in and out of students and their attendance; monitor student activities as required; lead and supervise games and playground activities. *E*

Provide support to the Child Care Coordinator by setting up work areas, displays and exhibits, operating audio-visual equipment, operating educational training equipment and distributing and collecting paper and supplies. *E*

Assure the health and safety of students by following health and safety practices and procedures; assist in maintaining a clean and orderly classroom environment; perform basic first aid to injured students according to established guidelines. *E*

Perform a variety of clerical duties such as preparing, typing and duplicating instructional materials and recording attendance. *E*

Direct group activities of students as assigned. *E*

Participate in meetings and in-service training programs as assigned.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Child guidance principles and practices.

Basic subjects taught in District schools including arithmetic, grammar, spelling, language and reading.

Safe practices in classroom and playground activities.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Reading and writing communication skills.

Interpersonal skills using tact, patience and courtesy.

Record-keeping techniques.

Classroom and playground procedures and conduct.

ABILITY TO:

Assist Child Care Coordinator with supervision and related activities of the assigned learning environment.

Perform clerical duties such as filing, duplicating and maintaining simple records.

Print and write legibly.

Understand and follow oral and written directions.

Learn the procedures, functions and limitations of assigned duties.

Communicate effectively with children and adults.

Read, interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Work confidentially with discretion.

Oversee and discipline students according to approved policies and procedures.

Operate instructional and office equipment.

Enlist the support, interest and participation of students.

Lift, restrain and discipline students according to approved policies and procedures.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and six months experience in working with school-aged children in an organized setting.

LICENSES AND OTHER REQUIREMENTS:

Valid First Aid and CPR certificates.

Proof of Proficiency in Basic Skills.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment.

Constant interruptions.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information with parents and students.

Dexterity of hands and fingers to operate various office and instructional equipment.

Seeing to monitor student activities.

Standing or walking for extended periods of time.

Bending at the waist and kneeling or crouching to provide assistance.