

TITLE: <u>Child Care Assistant</u>	SALARY	CLASS
	SCHEDULE: <u>Staff</u>	CODE: <u>SA701</u>
UNION: <u>Staff Association – Local 2071, U.A.W</u>	SALARY	EEO
	GRADE: <u>7</u>	CODE: <u>70</u>
	FLSA: <u>Non-Exempt</u>	E-CLASS: <u>SA</u>

POSITION PURPOSE

Assist in the planning and implementing of child care curriculum development activities for infants, toddlers and pre-school age children.

ESSENTIAL JOB FUNCTIONS

- Assist the Lead Teachers in planning and implementing child care development curriculum to ensure the physical, social and emotional needs of children are met. Oversee and participate in specialized child care classroom activities and sessions.
- Assist Lead Teachers in interviewing and evaluating parents to determine appropriate individual child development education needs. Accompany lead teacher on home visits and maintain continuous interaction with children and families. Assess individual child care needs and prepare specialized programs and/or activities. Examine and identify development problems or specific delays in physical, intellectual and/or behavioral skills.
- Assist Lead Teachers in monitoring child development; compiling data and maintaining records and/or activity logs.
- Assist Lead Teachers in maintaining classroom setting; monitoring equipment and supply inventory. Clean and arrange materials utilized for daily classroom sessions. Assist in menu planning, meal preparation and serving.
- Remain current with child care development practices.
- Perform related work as assigned.

ADDITIONAL COMMENTS

This classification is designed to provide specialized knowledge and training in child care development to client parents and children who participate in a campus sponsored child care program. The incumbent should understand and have experience with an infant, toddler and/or pre-school age child's physical, behavioral and intellectual development in order to adequately determine curriculum needs. Work activities require flexibility in determining appropriate procedures or established precedents to follow. The incumbent is expected to have strong organizational skills, patience, a deep desire to work with children from families with at risk factors and work in a confidential manner. This classification reports to and receives work direction from a coordinator level position.

MINIMUM QUALIFICATIONS

- High school graduate or equivalent combination of education and/or experience; 120 documented training hours in eight content areas as determined by the Michigan School Readiness Program for Four-Year Olds.
- Negative TB Test (current within two years.)
- Health Appraisal (current within two years).
- Michigan Department of Human Services Clearance
- State of Michigan Police Clearance
- Considerable experience working in a classroom setting.
- Ability to plan and implement child care curriculum development lessons and/or activities.
- Considerable knowledge of and experience working with infants, toddlers and pre-school age children.
- Strong organizational skills, patience and flexibility.
- The ability to communicate effectively is necessary for understanding, serving and assessing the needs of children and/or parents from families with at risk factors.
- Typically, incumbents have held a position as a teaching assistant.

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