

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Child Development Center Assistant - Head Start	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Various schools	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	024 PARA
ISSUED:	September 30, 2015		

BASIC FUNCTION:

Provide assistance to the instructional program in classrooms, resource centers, halls, and playgrounds at a Children's Center, Child Development Center, or State Preschool.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. Duties may vary from site to site. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Tutor individual pupils or groups of pupils. **E**

Apply observational and group relationship techniques. **E**

Supervise pupils in the classroom or assembly areas, in the absence of the classroom teacher. **E**

Assist children with hygiene needs. **E**

Assist with food preparation and serving. **E**

Following the teacher's plans, prepare and assist in instructing pupils in the use of a variety of supplementary instructional materials and audiovisual aids. **E**

Set up and put away toys and other play equipment. **E**

Perform light housekeeping and yard cleanup activities. **E**

Arrange bulletin boards and other displays. **E**

Supervise pupils at assemblies, on field trips, in the lunch or play areas, halls, and grounds. **E**

Maintain class rolls, attendance, and other records. **E**

Operate audiovisual equipment. **E**

Participate in staff development programs as directed. **E**

Check condition of instructional and recreational equipment and report condition to immediate supervisor. **E**

Gather, compile, and prepare data for statistical and operational reports. **E**

May assist in maintaining records of expenditures for supplies and equipment.

May accompany and provide instruction to pupils on buses while enroute to and from school and during field trips.

May assist with the logging of daily bus ridership data.

Conform to Licensing and Program regulations.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

A Child Development Associate (CDA) credential or an associate or bachelor's degree is required to meet federally mandated requirements for positions staffed in the Head Start Program.

LICENSING AND OTHER REQUIREMENTS:

Personal appearance, grooming and language patterns which will provide a satisfactory example to pupils.

Must qualify for a food handlers training certificate by successfully completing the specified food service sanitation training course.

Child Development Associate (CDA) credential or an associate or bachelor's degree.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Children's center or state preschool instructional/tutorial procedures and practices.

Reading and writing English communication skills.

ABILITY TO:

Apply observational techniques.

Speak, read, and write English with fluency.

Demonstrate enthusiasm for and interest in the instructional program.

Establish and maintain effective working relationships with others.

Plan and organize work to meet schedules and time lines.

Maintain records.

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

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, classroom and outdoor settings.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents, perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate tools and equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

NOTE: Some positions may be required to have conversational and written skills in a specific foreign language related to the needs of the assignment; ability to translate and adapt materials to and from English into an appropriate foreign language may also be required.

NOTE: Many positions in this job class may be part time. Part-time positions are subject to an increase or decrease in hours according to district needs. Some positions may involve two or more locations requiring travel between sites within the regular work day.

Job Code 6469

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