

CHILD CARE CENTER ASSISTANT

KIND OF WORK

Technical/para-professional child care work.

NATURE AND PURPOSE

Under general supervision, develops and implements formal lesson plans, incorporating individual and group activity schedules, for children enrolled in a community college child care center in order to provide proper care and attention as well as formal instruction; performs related work as required.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Formulates weekly and daily lesson plans to provide learning experiences for children by incorporating activities that serve individual needs as well as allowing for group participation.

Plans and organizes special activities and field trips to enhance the learning opportunities of children by contracting various organizations and companies, arranging for transportation or meals and enlisting the assistance of other adults as additional escorts.

Collaborates with the Center Coordinator and/or other college staff in administering the enrollment and fee collection processes and in the promotion of the center's use among the student population to ensure that all operating policies and procedures are followed and maximum enrollment is fulfilled.

Meets with parents through regularly scheduled conferences to discuss the children's progress in personal and educational development so the parents are kept apprised of the children's general behavior, developing educational interests, and other pertinent observations.

Provides work direction to child care aides and/or student interns assigned to the center by determining and assigning their work responsibilities so the aide/intern will serve as a useful resource to the operations of the center and the intern will be given the opportunity to experience a broad range of activities.

Regulates the activities of the children by personal observation or through the assignment of center aides and/or interns to ensure that the safety and well being of the children is maintained.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Early childhood development techniques sufficient to develop educational plans that will provide for the social, intellectual, emotional and physical growth needs of day care age children. The licensure regulations of day care centers and pertinent community college policies and procedures sufficient to explain center services, fees and operating requirements to parents, college staff and the general public.

Ability to:

Organize and conduct individual and group activities for pre-school children.

Analyze instructional techniques and implement or recommend new methods or changes.

Assess the individual growth pattern of a child and determine the need for new behavioral approaches.

Communicate effectively with children, parents and college staff.

Provide work direction and instruction to child care aides and/or student interns.

LICENSURE REQUIREMENTS

Must meet qualifications for Child Care Center Teacher as outlined in Department of Public Welfare Rule 3.

Est.: 1/84
Rev.:

TC: 1/25/85
Former Title(s):Community College Child Care Center
Assistant