

INFANT/TODDLER CHILD CARE PROVIDER

DEFINITION

Under direct supervision, to assist in the physical and mental development of infants and toddlers; to assist in the supervision and care of infants and toddlers; and to perform related work as required.

EXAMPLES OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Feeds infants on an established schedule by bottle and spoon according to individual dietary requirements.
2. Assists in the development of daily programs, activities, displays, routines, lesson plans and procedures for parent information.
3. Instructs and assists toddlers to feed themselves.
4. Changes diapers and washes children as necessary
5. Instructs and assists toddlers in bodily self-care, e.g. toileting, handwashing, etc.
6. Talks with infants and toddlers throughout the day, individually and in small groups.
7. Introduces infants and toddlers to toys such as balls and blocks to develop eye-hand coordination.
8. Sings, chants, recites rhymes to and with the children throughout the day.
9. Supervises and encourages infants and toddlers in the development of large muscle skills, e.g. turning over, sitting, crawling, reaching, standing, walking, etc.
10. May monitor and record each child's feedings, diaper changes and developmental benchmarks on posted charts, child assessments and journals as directed.
11. Washes toys, and cleans equipment, etc.
12. Rocks and verbally comforts children as necessary.
13. Oversees the work of student helpers and provides training in their assigned work area; ensures a safe and clean learning environment.
14. May operate a variety of office machines and instructional equipment.
15. May perform a variety of center/school associated clerical work, such as sorting, filing, keeping accurate records, recording attendance, completing forms, measuring, cutting, duplicating, etc.
16. May assist in classroom organizing activities, such as preparing bulletin boards, arranging furniture to facilitate instructional needs, creating an orderly and clean center environment.
17. May assist in preparing materials by such methods as mixing paints, cutting paper, printing labels, etc.
18. Observes and reports significant child behavior to teacher.
19. May communicate with parents about the child at the direction or concurrence of the teacher.
20. Performs other related duties as required.

QUALIFICATIONS

Knowledge of:

Basic methods and techniques in educating young children; safe and efficient feeding and diapering techniques; English usage; developmental pattern activities, which support brain development in children and infants.

Ability to:

Demonstrate confidence, tact and the use of good judgment; demonstrate the ability to work collaboratively as an infant/toddler daycare center; understand and carry out oral and written instructions; assist and encourage infants and toddlers to develop physical and mental skills; motivate and encourage developmentally appropriate learning patterns and behaviors; print and write legibly; operate a variety

office machines and equipment; perform a variety of clerical work, such as sorting, filling, cutting, measuring; apply basic first aide, and administer prescribed medication in accordance with District procedure; feed and diaper or toilet infants and toddlers safely and efficiently; establish and maintain effective primary caregiver relationships with infants and toddlers; demonstrate understanding and patience toward children and the children's high school age parents; understand and carry out oral and written instructions; establish and maintain cooperative working relationships; comply with the District's customer service standards, as outlined in Board policy.

Education/Experience:

Any combination equivalent to: Graduation from high school; and some experience in dealing with infants and/or toddlers in a structured environment.

License/Certificate Requirement:

Possession of a valid California Driver's License.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Infant/toddler daycare center which may be located on a high school campus or playground; will require employee to physically assist children with many bodily functions (feeding, changing diapers, washing hands, face and genitals), cleaning vomit, feces and urine; daily exposure to crying infants.

Physical: Primary functions require sufficient physical ability and mobility to work in an infant/toddler daycare center; to stand or sit for prolonged periods of time; to stoop, bend, kneel, crouch, reach, crawl and twist; to lift, carry, hold and rock children of various weights; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.