

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description**

TITLE: Child Care Attendant, Child Development	CLASSIFICATION: Classified Non-Management (SEIU/Aide-Paraprofessional)
SERIES: Career Lattice	FLSA: Non-Exempt
POSITION CODE: 9712	WORK YEAR: 10-12 Months
DEPARTMENT: Child Development	SALARY: Range 22 Child Care Attendant Range 24 Child Care Attendant II
REPORTS TO: Child Development Coordinator or assigned Supervisor	HR APPROVAL: 06-07-17

BASIC FUNCTION:

Provide quality child care and a safe and nurturing environment for children. Supervise children in designated areas within the Child Development programs. Work hours may vary during the week.

DISTINGUISHING CHARACTERISTICS:

Child Care Attendant, Child Development is an entry-level career lattice position. Child Care Attendant II, Child Development positions are filled by advancement from Child Care Attendant, Child Development, and supervises children on their own.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. 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 principle job elements.)

Under supervision, prepare and participate in activities for children. **E**

Assure that children are interacting in age appropriate activities. **E**

Escort children outside for play activities. **E**

Assist and supervise children at nap time. **E**

Help maintain a clean, safe, sanitary, and orderly child care environment. **E**

Assist children with meals, snack time, and hand washing. **E**

Observe and control behaviors of children according to approved procedures. **E**

Provide communication and feed back to supervisor regarding child behavior and progress as needed. **E**

May be assigned or relocated to a different Child Development Center in the District in order to best support our children as needed. **E**

Responsible for health, safety, and personal welfare of assigned children. **E**

Assist children with basic needs. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Perform related duties as assigned. **E**

TRAINING, EDUCATION, AND EXPERIENCE:

Hold a High School or General Educational Development (GED) diploma. Experience in pre-kindergarten related child-care, activities, or programs preferred.

Child Care Attendant II, Child Development requires six (6) ECE accredited units, and must have served 75% of the school year as a Child Care Attendant, Child Development.

OTHER REQUIREMENTS:

Proof of immunizations for influenza, pertussis, and measles (Senate Bill 792: Day Care Facilities and Immunizations); employee entrance evaluation (lifting test) required.

ABILITIES:

ABILITY TO:

- Follow oral and written instructions.
- Effectively supervise children.
- Acknowledge and praise positive behavior.
- Work harmoniously with children, parents, and coworkers.
- Work independently and make minor decisions within the framework of established guidelines.
- Remain calm in stressful situations.
- Sit or stand extended periods of time.
- Bend at the waist, kneel or crouch to assist children.
- Hear and speak to exchange information.
- See to read a variety of materials.
- General knowledge of licensing and Head Start requirements.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Indoor and outdoor environments (e.g., classroom, children’s center, multipurpose room, and playground).

SAMPLE PHYSICAL ABILITIES:

Sit or stand for extended periods of time; reach overhead, above the shoulders, and horizontally; bend at the waist or crouch to attend to children; hear and speak to exchange information with children; see and read various materials and labels related to assigned activities; and lift light objects.

APPROVALS:

Union Signature(s)

Date

Cancy McArn, Chief Human Resources Officer

Date

José L. Banda, Superintendent

Date