



JOB DESCRIPTION

JOB TITLE: Educational Assistant - Childcare Specialist

JOB SUMMARY: The job of "Childcare Specialist" is done for the purpose of (working cooperatively with supervisor, licensed staff, colleagues, and parents) implementing a quality program for children. Must be mature with some experience working with children in a formal setting and must relate well with both children and adults.

ESSENTIAL JOB REQUIREMENTS – QUALIFICATIONS:

- Experience Required: Prior job related experience paid or volunteer with school age children
- Education Required: Child Development Associates Degree (CDA) or Early Childhood Education AA degree
- Licenses, Certifications, Bonding, and/or Testing Required: Criminal Justice Fingerprint Clearance and Child Care Division Criminal Background Check. Food Handler's Card, First Aid and CPR.

SKILLS, KNOWLEDGE AND/OR ABILITIES REQUIRED:

- Skills to operate standard office equipment including use of basic computer applications
- Ability to use English in both written and verbal form using correct spelling, grammar and punctuation
- Knowledge of principles of child development and instruction processes
- Abilities to sit for prolonged periods, work independently, and understand and carry out oral and written instructions
- Ability to maintain confidentiality pertaining to student records
- Ability to meet scheduled deadlines, read, interpret and apply rules, regulations, and policies
- Ability to rapidly learn methods and materials used in a variety of instructional situations
- Significant physical abilities include reading/handling/fingering, talking/hearing conversation, near visual acuity/visual acuity

ESSENTIAL JOB FUNCTIONS:

- Monitors individual students, classroom and/or playground activities for the purpose of providing a safe and positive learning environment for infant, toddler and pre-school aged children as well as high school aged students
- Performs recordkeeping and basic clerical functions, scheduling, copying, etc. for the purpose of supporting the teacher in maintaining student files and providing classroom materials
- Assists in the planning and implementation of a developmentally appropriate curriculum and environment under the direction of licensed staff (Program Coordinator) by leading small group activities, observing using specific tools and supervising children in a positive manner and assisting in maintaining the daily routine including instruction, assessments and social and emotional development
- Confers with teachers, parents and/or appropriate community agency personnel for the purpose of assisting in evaluation of students' progress and/or implementing of students' objectives, including home visits and parent conferences
- Assists in preparing the environment by setting up learning centers, preparing bulletin boards, meal service and meal reports, etc.
- Assists in preparing needed materials and supplies
- Supervises small groups of children as well as high school aged students and teen parents
- Being a positive role model to all students and parents involving parenting skills as well as assist with problem solving

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- Maintains a professional attitude and demeanor at all times
- Treats all children with dignity and respect with developmentally appropriate guidance techniques
- Attends all staff meetings and recommended training programs
- Prompt and regular attendance
- Develops and implements an educational plan for each child
- Perform tasks associated with toileting, including diapering and toilet training when appropriate as well as any personal care needs of children being served including physical movement and/or lifting of students

OTHER JOB FUNCTIONS:

- Assists with taking daily attendance and monitoring records
- Makes sure meals are served, prepared and cleaned in a sanitary manner
- Helps with general housekeeping tasks and keeps storage areas neat and orderly
- Performs other tasks as assigned
- Carry out tasks according to Gresham High School Child Development Center and Early Head Start procedures and routines.

***Applications must be submitted to TalentEd Recruit and Hire by the closing date in order to be considered for the position. All employees hired by the District into a position not requiring licensure must be fingerprinted and have a criminal history check completed. The cost is \$71.50 and is the responsibility of the employee. This employment is considered probationary pending return of the criminal records check from the FBI and Oregon State Police through the Oregon Department of Education.**

Gresham-Barlow School District recognizes the diversity and worth of all individuals and groups. It is the policy of this district and the board of education that there will be no discrimination or harassment of individuals or groups in any education programs, activities or employment. Gresham-Barlow provides equal access to individuals with disabilities.

I hereby confirm my receipt and understanding of this job description and attest to my ability to perform the functions of the position as assigned.

Employee Signature

Date

Supervisor Signature

Date