

CLASS TITLE: CHILD ATTENDANT II EARLY CHILDHOOD ATTENDANT II

DEFINITION: Under general supervision and evaluation by the site administrator, provides care for infants through preschool age ~~children of parents~~ students who are a parent in the district attending school to earn a high school diploma; the ~~incumbent~~ attendant will be working with programming designed to stimulate and encourage each child's development by following federal and state guidelines; and performs other related duties as required.

EXAMPLES OF DUTIES:

- Under the supervision of the site administrator, assists in coordinating the program and daily operating decisions
- Development screenings: Brigance once a year and DRDPs (Desired Results Developmental Profiles) three (3) times a year
- Assists with provider/parent conference to share results of developmental profiles
- Assist with developing individual plans to address areas where children are behind in their development
- Assist with planning weekly lessons/themes for all groups in the room
- Responsible to see that health and safety guidelines are followed
- Responsible for monitoring inside and outside environment
- Coordinating needed materials and equipment orders
- Provides a nurturing rich environment for social, emotional and developmental growth
- Engage in interactive activities with children such as reading, singing and talking
- Serves snacks and cleans up
- Maintain daily health log and attendance records of children receiving care
- Sanitize toys, cribs and other items which a child can put in their mouth
- ~~Performs other related duties as assigned~~

DESIRABLE QUALIFICATIONS:

1. **Training and Experience:** A combination of training and experience equivalent to graduation from high school; twelve early childhood education (ECE) units; possession of the knowledge, skills and abilities listed below; recent successful experience working with groups of children from infancy to age eight.
2. **Required:**
Required: At least three (3) units infant/toddler
3. **Desirable:**
Desired – Twelve (12 or more) Early Childhood Education Units (6 units in Infant/Toddler)
Preferred courses: Child, Family and Community
Child Development and Psychology
Program Development
Curriculum Development
Child Development Permit – Associate Teacher

Knowledge of:

- ~~Working with~~ Preschool children and working with in groups
- Early childhood education
- Diverse academic, socioeconomic, cultural and ethnic background of students

Skill in:

- Establishing and maintaining effective working relationships with others

Ability to:

- Understand the needs of young children and a sincere liking for children
- Communicate clearly both orally and in writing
- Have the mobility to perform the duties of the position with or without accommodation

Certificates and Other Requirements:

Meet requirements as set forth in applicable state and federal laws and District Annual Notices (i.e. Mandated Reporting, Blood Borne Pathogen), Certification in First Aid and CPR required every 2 years.

Environment:

School based settings and surrounding school environment or other District designated environment working with students in a diversified campus environment; subject to diverse weather conditions.

Physical Abilities Requirements:

Sitting or standing for extended periods of time; sitting on floor; ability to lift up to 25 lbs.; ability to bend, kneel, reach for and carry children.

Other Qualifications:

Must successfully pass the District's pre-employment fingerprinting and TB testing.

CSEA, Salary Range 387

MT. DIABLO UNIFIED SCHOOL DISTRICT

Board Approved: 10/00

Board Revision: 2/25/13

Board Revision:

Laura Bates 6-3-15
Arena 6-3-15
Shawna 4/3/15