

## JOB DESCRIPTION

### JOB TITLE: Day Care Instructional Assistant

#### Job Purpose Statement:

The Day Care Instructional Assistant is responsible for supervising high school students, infants and toddlers in a day care classroom environment. During each school day, the assistant will teach high school students the Early Childhood Professional Curriculum, which includes child care skills and instructions on how to supervise infants and toddlers.

#### Responsibilities:

- **Provides** daily instruction to high school age students in the child care skills needed for the purpose of understanding child safety, child development and parent and child nutrition.
- **Provides** instruction for the purpose of teaching positive, developmentally appropriate engagement with infants and toddlers.
- **Ensures** students are feeding and changing infants on a regular basis for the purpose of understanding child health and safety.
- **Develops** instructional materials under the direction of the teacher for the purpose of enhancing student learning.
- **Instructs** students for the purpose of enhancing student growth in skills and knowledge
- **Models** appropriate behaviors for the purpose of student observation and imitation.

#### Other Job Functions:

- **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- **Participates** in various meetings and training sessions for the purpose of sharing information and/or improving skills/knowledge.
- **Engages** as a team member of the school.

#### Qualifications:

- **Experience Required:** Some job-related experience
- **Skills, Knowledge and/or Abilities Required:**

*Skills to:* Use English in both written and verbal form to communicate effectively with students and staff; use correct grammar, punctuation and spelling; and provide for health care and life-sustaining needs of students.

*Knowledge of:* principles of child development and instructional processes; and rules and regulations of assignment building/classroom.

*Abilities to:* understand and address students with special needs; understand and carry out oral and written instructions; maintain confidentiality of student records; meet schedules and deadlines; read/interpret/apply rules, regulations, and policies; prepare and maintain accurate records; plan and manage short and long term projects; rapidly learn methods and materials used in a variety of instructional situations; administer appropriate assessment instruments and techniques; interact with persons of different age groups and cultural backgrounds; adhere to safe work practices; perform a variety of tasks; adjust to flexible work assignments; work under time constraints; make common sense decisions; implement established curriculum; and work cooperatively with others.

*Significant physical abilities include* stooping/crouching, reaching/handling, talking/hearing conversations and other sounds, near/far visual acuity/depth perception/visual accommodation/field of vision. Involves some sitting, walking and standing. May also include lifting/carrying/pushing/pulling.

- \* **Education Required:** High school diploma or equivalent. Must meet at least one of the following criteria: completed two (2) years successful post high school education (32 semester credits in the core area) or pass the ETS Para-Professional Assessment.
  
- \* **Licenses, Certifications, Bonding, and/or Testing Required:** Fingerprint/criminal justice clearance. Infant/child CPR is required, or easily obtained in a timely manner after employment.

**Desired Qualifications:**

*Experience* in early childhood education and first aid.