

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT
CLASSIFIED JOB DESCRIPTION

CHILD DEVELOPMENT AIDE

DEFINITION

To assist in the improvement of literacy levels of children ages 1-5 in the Even Start Literacy Program

DISTINGUISHING CHARACTERISTICS

Positions in this classification are located at specific elementary schools and are primarily responsible for providing early childhood education classes to children age 1-5. Individuals assigned to this classification assist in the improvement of literacy levels among lower-income families by involving parents and their children in a family education program.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from Even Start Program Coordinator.

EXAMPLES OF DUTIES – Duties may include, but are not limited to the following:

Maintain an appropriate learning environment that will stimulate the learning experience. Use instructional materials suitable for verbal and visual instruction of children with a wide range of mental, physical and emotional maturities. Provide an appropriate climate to establish and reinforce acceptable child behavior, attitudes and social skills. Maintain standards of child behavior needed to achieve effective participation in all activities. Keep appropriate records. Communicate regularly with parents. Maintain an effective environment for learning. Participate in curriculum and other developmental programs as required. Demonstrate diplomacy and tact in dealing with the public, families, participants and other agencies and community organizations. Provide a positive role model for strong work ethic and dedication to life-long learning. Perform related duties as assigned.

QUALIFICATIONS

Knowledge and Abilities

Ability to establish and maintain effective communication with children, their parents, and the instructional staff. Literacy and fluency in a language other than English (i.e. Spanish). Ability to serve as interpreter and translator. Knowledge of the methods used in controlling and motivating children. Knowledge of the psychology used in the care and handling of students. Knowledge of basic English, record-keeping, filing, and simple arithmetic. Knowledge of the general goals and purposes of public schools. Ability to learn simple methods and procedures to be followed in an instructional situation. Ability to communicate effectively with children. Ability to understand and carry out oral and written

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QUALIFICATIONS (continued)

Knowledge and Abilities

directions. Ability to establish and maintain cooperative working relationships. Ability to work effectively in the absence of supervision. Ability to communicate effectively, both orally and in writing.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience

One year of general clerical experience.

Training

Possess an Associate of Arts (AA) degree in child development (or the equivalent) or an early childhood teacher permit or an AA with 12 units of early childhood education (ECE).

Experience and Training Guidelines (continued)

Special Requirements

1. Must have transportation
2. Attendance at regional and state level meetings as necessary
3. Bilingual in Spanish

Reviewed and Agreed to by:

Incumbent: _____ Date: _____

Board Approved: