



## PERSONNEL COMMISSION

**Class Code: 0783**  
**Salary Range: 06 (C1)**

### INFANT/TODDLER CAREGIVER

#### JOB SUMMARY

Under immediate supervision, assist and participate in the physical and mental development of infants and toddlers; assist in the supervision, and care of infants and toddlers; perform related duties as assigned.

#### EXAMPLES OF DUTIES

*The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.*

- Feed infants on an established schedule by bottle and spoon according to individual dietary requirements. **E**
- Guide and assist toddlers to feed themselves. **E**
- Change diapers and wash children as necessary. **E**
- Guide and assist toddlers in bodily self-care techniques such as toileting and handwashing. **E**
- Talk with infants and toddlers throughout the day, individually and in small groups. **E**
- Introduce infants and toddlers to toys such as balls and blocks to develop eye-hand coordination. **E**
- Sing, chant, and recite rhymes to and with the children throughout the day. **E**
- Monitor and encourage infants and toddlers in the development of large muscle skills, e.g. turning over, sitting, crawling, reaching, standing, walking, etc. **E**
- Monitor and record each child's feedings, diaper changes and developmental benchmarks on posted charts, child assessments and journals as directed. **E**
- Wash toys and use washing machine to do laundry (sheets, bibs, cloths, etc.) daily as required by Community Care Licensing. **E**
- Rock and verbally comfort children as necessary throughout the day. **E**
- Operate a variety of office machines and instructional equipment such as, calculator, copier, telephone, cassette recorders, audio and videotape machines, etc. **E**
- Perform a variety of center associated clerical work, such as sorting, filing, keeping accurate records, recording attendance, completing forms, measuring, cutting, duplicating, etc. **E**
- Assist in classroom organizing activities, such as preparing bulletin boards, arranging furniture to facilitate instructional needs and creating an orderly and clean center environment. **E**

- Prepare various teaching materials by such methods as mixing paints, cutting paper, printing labels, etc. ***E***
- Observe and report significant child behavior, behavioral patterns and/or problems to the teacher. ***E***
- Monitor child behavior and intervene as appropriate to assist toddlers to learn to share, care for materials and develop friendships. ***E***
- Administer first aid or necessary physical assistance to ill or distressed students; may administer prescribed medication in accordance with established District procedure. ***E***
- May communicate with parents about the child at the direction or concurrence of the teacher.

*Note: At the end of some of the duty statements there is an italicized ***E*** which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

### **DISTINGUISHING CHARACTERISTICS**

An Infant/Toddler Caregiver, works in a child development center as the primary caregiver to a small group (3-4) of infants or toddlers. It is expected that incumbents in this classification will continue in this role for the same group of children as they progress through the various developmental stages from infancy through toddler. Providing for the children's bodily needs in developmentally appropriate ways is required and may occasionally include care for children with a physical disability or developmental impairment. Positions in this classification do not participate in providing K-12 curriculum-based instructional assistance and are therefore exempted from the No Child Left Behind Act requirements.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Developmental patterns of infants and toddlers.  
Activities which support brain development in children ages 0-36 months.  
Safe and efficient feeding and diapering techniques.  
English usage and grammar.  
Oral and written communication skills.  
Interpersonal skills using tact, patience and courtesy.

#### **Ability to:**

Demonstrate confidence, tact and the use of good judgment.  
Demonstrate the ability to work collaboratively as an infant/toddler development center team member.  
Understand and carry out oral and written instructions.  
Learn to assist and encourage infants and toddlers to develop physical and mental skills.

Motivate and encourage developmentally appropriate learning patterns and behaviors.

Print and write legibly.

Operate a variety of office and center machines and equipment (copy machine, audio and video cassettes, calculator, washing machine).

Perform a variety of clerical duties such as sorting, filing, cutting, measuring.

Give first aid, pediatric CPR or necessary comfort to ill or distressed children.

Administer prescribed medication in accordance with District procedure.

Feed and diaper or toilet infants and toddlers safely and efficiently.

Establish and maintain effective primary caregiver relationships with infants and toddlers.

Establish and maintain effective relationships with adults contacted in the course of work.

Demonstrate understanding and patience toward children and the children's middle and high school age parents.

Demonstrate adaptability to changing circumstances and priorities within the center environment.

**Education and Training:**

Graduation from high school or equivalent. Completion of course work at an accredited institution of higher education in child development, or pediatric nursing is desirable.

**Experience:**

Six months of experience working with infants and/or toddlers in a structured environment. Verifiable supervised experience as a volunteer in an infant/toddler center or pediatric hospital ward or related organizational activity may be substituted on an equal basis.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered.

**SPECIAL REQUIREMENTS**

Pediatric CPR Certification upon employment.

Some positions in this classification may require the use of a personal automobile and possession of a California Class C driver's license.

**WORKING ENVIRONMENT**

Infant/toddler development center which may be located on a high school campus/playground.

May require employee to physically assist children with many bodily functions (feeding; changing diapers; washing hands, face and genitals); cleaning vomit, feces and urine.

Daily exposure to crying infants.

**PHYSICAL DEMANDS**

Extensive kneeling, lifting, pushing, pulling, crouching, crawling on the floor, holding and rocking children.

Lifting, carrying and/or pushing 25 pounds.

*AMERICANS WITH DISABILITIES ACT*

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

**APPOINTMENT**

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

06/25/98

Rev 10/24/02