



PERSONNEL COMMISSION

Class Code: 5259
Salary Range: 114 (XC)

COLLEGE AIDE - CDC

JOB SUMMARY

Under immediate supervision, provide for and assure a safe, clean and secure environment for children enrolled in the Child Development Center (CDC) program; organize and oversee recreational, meal periods and playground activities; 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.

- Organize and oversee recreational, meal periods, playground and other program activities such as indoor and outdoor games, meal periods, nap times, arts and crafts, music, homework, field trips and assisting during instructional time. **E**
- Apply District and State program policies, procedures and regulations related to assigned activities. **E**
- Maintain good behavior management and discipline of children participating in classroom, playground, meal periods, and recreational activities; communicate playground rules and expectations to children; facilitate problem-solving skills. **E**
- Monitor and circulate throughout assigned areas and classrooms; promote safety and acceptable attitudes related to good citizenship, integrity, fair play, sportsmanship and respect for property and the rights of others. **E**
- Monitor and support behavior management of children during indoor and outdoor activities; assist with meal preparation; serve meals and snacks; encourage good manners and proper nutrition during meal periods. **E**
- Encourage children to communicate by asking questions, initiating and extending conversations and providing emotional support; assist children to maintain interest in activities; support the cognitive and language growth of children. **E**
- Assist children in the caring for their personal belongings including articles of clothing, backpacks, completed art projects and other items; assist children with toileting as needed. **E**
- Communicate with center and program administration and school staff regarding pertinent information such as special events, site programs, and observations and incidents relating to specific children; greet visitors and assist parents dropping off and picking up children. **E**
- Conduct regular inventory and safety checks of playground supplies; properly store playground equipment and supplies.

- Perform daily visual inspections of classrooms, playgrounds, restrooms and surrounding areas for potential hazards; report safety concerns, injuries and unusual incidents to supervisor. *E*
- Perform incidental housekeeping tasks such as arranging objects, putting items away, wiping down tables, chairs, restrooms, work and play areas, toys and equipment, creating bulletin boards and displays, and arranging furniture. *E*
- Operate a walkie-talkie and radio for emergency assistance as necessary; operate a variety of office equipment including a computer and assigned software. *E*
- Provide routine clerical assistance to program staff as needed including filing, completion of forms, answering phones, and preparing materials for program activities. *E*
- Administer first aid or necessary physical assistance to ill or distressed children; notify supervisor of injuries and complete required forms. *E*
- Attend and participate in meetings, workshops, in-services and training programs; assist with family recruitment events as assigned. *E*
- Perform related duties as assigned.

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

Incumbents in this class will actively participate in the activities of a Child Development Center (CDC) program designed to provide childcare both before and after regular school hours, and may range from 6:30am to 6:30pm or as otherwise established. Incumbents are expected to be role models for the children in a culturally diverse environment and encourage the development of prosocial interactions among the children. Incumbents will be assigned a work schedule consistent with the operation of the program, which may be different from the general District calendar and work schedule. College Aide – CDC assignments may not exceed 18 hours per week.

EMPLOYMENT STANDARDS

Knowledge of:

Safe playground practices and appropriate student conduct.
Basic concepts of child development and behavior.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Operation of office equipment including a computer and assigned software.
Basic first aid techniques.

Ability to:

Organize and oversee recreational, meal periods and playground activities.
Promote a positive environment conducive to learning.
Demonstrate understanding and patience towards children.
Work independently and as a member of a team.
Understand and follow oral and written instructions.

Understand, apply and explain program rules, regulations and procedures.
Establish and maintain cooperative and effective working relationships with others.
Learn District and program organization, operations, policies and procedures.
Observe health and safety regulations.
Complete forms and prepare routine reports related to assigned activities.
Meet schedules and timelines.
Communicate effectively both orally and in writing.
Operate a walkie-talkie and variety of office equipment including a computer and assigned software.
Administer first aid or necessary physical assistance to ill or distressed children.

Education and Training:

Current enrollment in a minimum of 12 semester units in college or graduate standing (currently enrolled in six (6) graduate level units). Graduate level courses are classes numbered with 500 or higher course numbers.

Experience:

Any combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered. Experience working with children in an instructional, extended day care or similar recreation program is highly desirable.

WORKING ENVIRONMENT

Playground, indoor and outdoor environment.
Evening and varied hours.
Seasonal heat and cold or adverse weather conditions.

PHYSICAL DEMANDS

Walking or standing for extended periods of time.
Bending at the waist, kneeling or crouching.
Pushing, pulling, lifting and carrying supplies weighing up to 25 pounds.
Twisting and turning to monitor activities of children.
Hearing and speaking to exchange information in person and on the telephone.
Dexterity of hands and fingers to operate playground and office equipment.
Seeing to monitor activities of children.

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

Pursuant to Education Code Section 45256, positions in this classification have been deemed exempt from the Classified Service.

11/2018