



## David Douglas School District #40

### Classified Job Description

#### **CHILD CARE SPECIALIST – ASSISTANT**

Schedule: 9 months per year  
Class: 7

#### **POSITION PURPOSE**

To assist a Child Care Specialist in the supervision and management of infants, toddlers, or preschool age children and to assist in providing a quality program.

#### **NATURE AND SCOPE OF RESPONSIBILITIES**

- Assists in the planning and implementing of a developmentally appropriate classroom environment and curriculum.
- Assists in the implementation of the program's policies and procedures and Positive Behavior Supports in facilitating social and emotional development of children.
- Encourages experimentation, exploration, problem solving, cooperation, socialization, and choice making; asks open-ended questions and listens respectfully to children.
- Assisting in planning and preparing the learning environment, setting up interest areas, and preparing needed materials and supplies
- Assumes responsibility for the classroom in the absence of the teacher.
- Completes observations documenting children's strengths and areas for growth.
- Interacts with children, families and community members in a supportive and professional manner.
- Assists Teacher in maintaining accurate written records, including ongoing assessments, anecdotal observations of children and other required forms.
- Prepares and maintains classroom materials and a clean environment.
- Assists with the implementation of parent involvement plans as assigned.
- Supports implementation of an individual education plan for each child.
- Attends training sessions and participates in training opportunities.
- Promotes and encourages parent involvement
- Performs all other duties as assigned.

#### **GENERAL DUTIES**

- Reports suspected child abuse in accordance with District procedures.
- Promotes and encourages parent involvement.
- Works as a team with community agencies and other staff in providing services to children and families.
- Maintains the confidentiality of highly sensitive information.

#### **QUALIFICATIONS**

- Step 3 of higher in the Oregon Registry and one of the following:
  - Preschool CDA credential; OR
  - Must obtain a CDA within two years of date of hire
- A valid First Aid card and Pediatric CPR required

#### **ESSENTIAL PHYSICAL REQUIREMENTS**

- Moderate degree of physical stamina with frequent lifting of up to 50 pounds.
- Frequent standing, walking, bending, stooping and kneeling.
- Able to move freely to various locations within a classroom to provide assistance.
- Exposure to noise and activity of a classroom setting.
- Meeting physical needs of active children which might include lifting

**David Douglas School District Drug Testing and Criminal Background check**

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.