

**CLASS TITLE: CHILD ATTENDANT II**

**DEFINITION:** Under general supervision, provides care for infants through preschool age children of parents who are earning their high school diplomas; the incumbent ~~may work variable hours depending on the scheduling of parent involvement functions;~~ will be working with programming designed to stimulate and encourage each child's development by following federal and state guidelines; and performs other related duties as required.

**EXAMPLES OF DUTIES:**

- Under the supervision of the site administrator, assists in coordinating the program and daily operating decisions
- Developmental screenings: Brigrance once a year, and DRDPs (Desired Results Developmental Profiles) three (3) times a year
- Assists with provider/parent conference to share results of developmental profiles
- Assist with developing individual plans to address areas where children are behind in their development
- Assist with planning weekly lessons/themes for all groups in the room
- Responsible to see that health and safety guidelines are followed
- Responsible for monitoring inside and outside environment
- Coordinating needed materials and equipment orders
- ~~Nurtures and cares for infant to preschool aged children~~
- Provides a nurturing rich environment for social, emotional and developmental growth
- ~~Sets up play areas for children with crafts and toys~~
- Engage in interactive activities with children such as reading, singing and talking.
- ~~Reads stories, sings songs, plays records, listens to and talks with children.~~
- Serves snacks and cleans up
- Maintains appropriate daily health log and attendance records of children receiving care
- Sanitize toys, cribs, and other items which a child can put in their mouth
- Performs related duties as assigned

**QUALIFICATIONS:**

**1. Training and Experience:** A combination of training and experience equivalent to graduation from high school; twelve early childhood education (ECE) units; possession of the knowledge, skills and abilities listed below; recent successful experience working with groups of children from infancy to age eight.

**2. Required:**

Required – At least three (3) units infant/toddler

**3. Desirable:**

Desired – Twelve (12 or more) Early Childhood Education Units (6 units in Infant/Toddler

Preferred courses: Child, Family and Community  
Child Development and Psychology  
Program Development  
Curriculum Development  
Child Development Permit – Associate Teacher

**Knowledge of:**

- Working with preschool children in groups
- Early childhood education

**Skill in:**

- Establishing and maintaining effective working relationships with others
- Oral and written communication

**Ability to:**

- Understand the needs of young children and a sincere liking for children
- Communicate clearly both orally and in writing
- ~~Have the mobility to perform the duties of the position with or without accommodation~~

**Physical Requirements:**

Sitting or standing for extended periods of time; sitting on floor; ability to lift up to 25 lbs.; ability to bend, kneel, reach for and carry children.

CSEA Salary Range: 387

MT. DIABLO UNIFIED SCHOOL DISTRICT

10/00

Revised and Board Approved: