

# MONTEREY COUNTY OFFICE OF EDUCATION

## CHILDCARE ASSISTANT HEAD START & EARLY HEAD START PROGRAM

**CLASSIFICATION:** Classified

**SALARY LEVEL:** 34.5

### **DEFINITION:**

Under the general supervision of the Head Start Director, Family and Community Engagement Coordinator, Site Supervisor or Event Coordinator, the Childcare Assistant (CCA) is responsible for the care and supervision of children ranging in age from 1-12 years of age during parent meetings, workshops, or special events.

### **SUPERVISOR:**

Head Start Director  
Family and Community Engagement Coordinator  
Site Supervisor  
Event Coordinator

### **POSITIONS SUPERVISED:**

None

### **QUALIFICATION REQUIREMENTS:**

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**MAJOR DUTIES AND RESPONSIBILITIES:** The following is a list of duties that is representative of the position that includes but is not limited to:

- Ensures children's safety while keeping children engaged in activities
- Supervises children as directed
- Participates physically with students in activities as needed
- Assists staff in the set-up and clean-up of such functions
- Accommodates special needs of students such as toileting and diapering
- Maintains a clean, positive and supportive work environment and a general spirit of cooperation
- Communicates clearly in a respectful and professional manner with staff, outside agencies and clients

- Adheres to all applicable confidentiality and ethical guidelines
- Complies with Monterey County Office of Education Board Policies, Superintendent Policies and Administrative Regulations; Head Start policies and procedures, and other applicable state and federal regulations

**OTHER DUTIES:**

Performs other job-related tasks as required

**PHYSICAL AND MENTAL CHARACTERISTICS:**

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, and operate center equipment, and drive an automobile; vision sufficient to read printed materials and to see at a distance; hearing sufficient to conduct in person conversations with children and adults and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone, and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop, and to reach overhead, and run; physical mobility sufficient to move rapidly about the work environment on varied indoor and outdoor surfaces, to drive an automobile, and to respond to emergency situations; physical strength sufficient to lift forty-five (45) pounds; physical stamina sufficient to sit in a child's chair, squat at children's eye level for prolonged periods of time, to stand and walk for prolonged periods of time and the agility to climb stairs; physical, mental, and emotional tolerance to be exposed to the noise generated by children in an enclosed environment; Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

**REQUIRED QUALIFICATIONS:**

**Education and Experience:**

- At least eighteen (18) years of age
- Possession of a high school diploma or its equivalent
- Experience working with pre-school aged children in a group setting

**Knowledge of:**

- Proper English/Spanish usage and grammar
- Understand and be sensitive to those of culturally and linguistically diverse backgrounds
- Universal health precautions

**Skills and Abilities:**

- Establish and maintain cooperative relationships with those contacted within the course of work
- Communicate effectively in the English language, both orally and in writing
- Demonstrate understanding, patience, a positive attitude and genuine interest in working with preschool children and their families
- Handle information in a discreet and confidential manner

- Physically carry out activities such as bend and/or stoop, to maintain direct eye contact with a preschool child; sit on the floor and/or preschool-height chairs; lift a preschool child weighing up to forty-five (45) pounds
- Be flexible with a positive attitude and possess excellent interpersonal skills
- Exercise reasonable judgement in unusual circumstances
- Prepare and maintain accurate records
- Understand and carry out oral and written directions
- Work effectively with individuals of diverse educational, socio-economic, and cultural backgrounds, and those with disabilities and special needs
- Travel from site to site within the county
- Operate a vehicle safely and efficiently
- Performs all tasks assigned completely and accurately and within required time frame

**Desirable Qualifications:**

- Experience working with special needs children
- Ability to use a computer

**Licenses and Certifications:**

- Possession of an appropriate valid California Driver's License with evidence of insurability
- Possession of Pediatric First Aid and Pediatric CPR certificates within 90 days of employment

Approved 2-28-17