

CHILD CARE CENTER ASSISTANT

DEFINITION

To supervise and teach preschool and school age children at a child care center, and to perform related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from an educational manager.

Receives technical and functional supervision from the person in charge of the child care center.

EXAMPLES OF DUTIES

Provide instruction and supervision to preschool and school age children.

Plan art, science, and game activities to meet the needs of each child.

Encourage language skills and development by reading and telling stories.

Act out stories and imaginative situations with dramatic play skits.

Sing songs with children and encourage children to dictate their own stories and experiences.

Supervise the block area and help children learn to respect the space and structures of other children.

Play with children while supervising them at all times.

Plan nutritious snacks and have children assist in snack preparation.

Purchase food at appropriate intervals for the snack program.

Keep each area of the center in proper order.

Confer with supervisor of center to plan program activities and to discuss children's progress, training and problems.

Assist in organizing and planning parent orientations each semester.

Supervise parent volunteers and student aides.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Child development and psychology.

(Over)

Knowledge of: (Continued)

Teaching methods and techniques.

Program planning for children in a child care center.

Curriculum materials and activities appropriate for a child care center.

Skill to:

Teach, supervise, and guide children.

Organize and direct classroom and outside activities.

Communicate effectively both orally and in writing.

Establish and maintain harmonious relationships with children and parents.

Work cooperatively with other child care center staff.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:

Experience:

One year of experience in a child care laboratory or equivalent setting.