

ORANGE UNIFIED SCHOOL DISTRICT

CHILD CARE AIDE

DEFINITION

Under direct supervision, assists a Child Care Leader in supervising the classroom and playground activities of children; and performs other related duties as required.

Representative Duties

Assists Child Care Leader in the preparation of classroom materials; performs routine classroom duties such as keeping attendance records, preparing reports, keeping inventory of supplies and materials, typing, and duplicating; prepares bulletin board material; may operate audio-visual equipment; assists in the preparation, organization, direction, and supervision of instructional, recreation and classroom activities; provides individual and small group instruction; assists in maintaining class discipline.

Training and Experience – Equivalent to:

Graduation from high school; minimum of 18 years; some experience in general clerical work. Program may be in process at time of employment.

Knowledge and Abilities

Knowledge of: English, grammar and vocabulary; basic arithmetic; reading; and office procedures, safe working methods and procedures.

Ability to: Organize and supervise children in a variety of activities; learn and apply proper methods and procedures to be followed in a variety of instructional situations; follow oral and written directions; perform routine clerical duties, work independently; work cooperatively with staff and members of the community.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Light Work:

Lifting, pushing and/or pulling objects normally does not exceed 50 pounds.

Mobility:

Positions in this class require the mobility to stand, stoop, reach and bend.

Positions in this class require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.

Vision:

Incumbents should possess good color perception.

Incumbents may be required to work without effective protection from sun, cold and rain; Incumbents are designated as “Child Care Custodians” pursuant to the provisions of Penal Code Section 11165.7 and may be required to remain at the work site after scheduled work hours to care for children until parents or a proper authority arrives.

Other Requirements

Possession of a valid California Drivers License.

CPR/First Aid Certificate.