

# FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

## SUBSTITUTE CLASSIFIED POSITION

JCN: 9868  
NON-EXEMPT

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### SUBSTITUTE ASSISTANT – CHILD DEVELOPMENT CENTER

#### **BASIC FUNCTION:**

Under the direction of the Senior Director, Early Care and Education (ECE), Child Development Center Program Manager, and assigned Child Development Center Site Manager, provide instructional support to Master Teachers and Child Development Teachers in the absence of an assigned employee; assist in a variety of instructional and support activities; perform a variety of general clerical support duties related to classroom and program activities.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Assist with the development of instructional plans and materials to meet the needs of all students; implement assessment results and data to plan individual and classroom activities; request instructional materials and supplies; assist in record keeping relating to center-to-center operations.
- Assist with breakfast, lunch, and snack time preparation and cleanup; wash children's hands and faces after play times and prior to mealtimes to ensure a safe, clean, and orderly learning and working environment; set out beds, mats, toys and other materials; ensure the health and safety of children by following health and safety practices and regulations.
- Attend to health and personal hygiene needs of children in a reasonable and timely manner which may include, but not be limited to, feeding, toileting, diapering, dressing, washing and taking care of the needs of the individual child; plan and implement acceptable techniques or routines of feeding, toileting, sleeping, dressing, washing and related housekeeping responsibilities; care for infants such as rocking to sleep in a nurturing way.
- Collaborate with Master Teachers and Child Development Teachers assigned to the classroom regarding curriculum implementation, classroom management and other instructional noninstructional duties.
- Communicate and interact with children, parents, staff, community, and program administration; build home/school relationships with families including ongoing communications; demonstrate consideration, respect and warm, friendly interest in the child development children and their families.
- Communicate with county office personnel to exchange information and address issues or concerns in a timely manner.
- Perform routine clerical duties such as filing and duplicating instructional materials as assigned.
- Plan, organize, physically arrange, and present learning centers, circle time activities, and other activities and routines as required by the daily schedule.
- Prepare and maintain daily logs and attendance charts related to daily activities; assist in observing and note taking for children's assessment of learning; prepare materials; assist children on an individual basis and in small groups.
- Provide active and constant supervision of children at all times during indoor and outdoor time.
- Provide guidance, assistance, and encouragement with various projects; assist in promoting healthy self-image and self-esteem; assist children and families with educational transitions, into and out of preschool classrooms.

- Provide quality childcare and a safe and nurturing environment for the children in an assigned child development center; respond to a child's needs and problems in a patient, caring and sensitive manner.
- Support and maintain health and safety standards in the child development center.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Comply with schedules, policies, regulations, procedures, orders, and directives of the County Superintendent.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function or instructional area.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

#### OTHER DUTIES:

- Perform related duties as assigned.

#### KNOWLEDGE OF:

- Accurate record-keeping techniques.
- Basic first aid.
- Early Child Development.
- Positive behavioral interventions and supports.
- Safety and health practices and universal precautions when administering first aid.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

#### ABILITY TO:

- Maintain a positive, educational child development center/classroom environment.
- Maintain child and family confidentiality.
- Provide a proper role model for children and families.
- Provide guidance and development experiences to the children.
- Provide quality childcare and safe environment in a child development center.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.

- Work confidentially and with discretion.
- Work independently with minimal direction.

**EDUCATION AND EXPERIENCE:**

**EDUCATION:**

- High School Diploma, General Education Degree (GED) or State High School Proficiency certificate.
- Completion of 48 semester units, an Associate’s degree or higher or taken and passed the CBEST exam or successful completion of a rigorous, local, Paraeducator Academic Assessment.

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**EXPERIENCE:**

- Sufficient experience to demonstrate the knowledge and abilities listed above.

**LICENSURE AND OTHER REQUIREMENTS:**

- Valid California Child Development Assistant Teacher Permit preferred.
- This position requires a pre-placement medical assessment (paid for by FCSS) at a clinic selected by the county office. Any offer of employment is contingent upon successful certification by a designated physician that the applicant is able to perform essential functions of the job, with or without reasonable accommodation.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- Indoor, outdoor and child development center environments.
- Regular interruptions.
- Small and large group meetings.

**PHYSICAL DEMANDS:**

- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to twenty-five (25) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

**HAZARDS:**

- Contact with blood and other body fluids.
- Exposure to minor contagious and/or infectious diseases.

- Potential for contact with blood borne pathogens and communicable diseases.

*This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification; however, it is intended to accurately reflect the principle job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.*

**APPROVED:**

Effective: 01/01/2024