



Medford SD 549C Job Description

The Medford School District is a premier school district that inspires remarkable achievement, and empowers students to succeed and contribute in a changing world.

Job Title: Child Development Center (CDC) Assistant I

Supervisor: Principal/CDC Leader

FLSA Status: Nonexempt

Summary: Under the supervision of the Child Development Center Leader, school administrator or designee, the CDC Assistant provides for the safety and well being of each child; interacts with teen parents, student assistants, and volunteers; and works in conjunction with the Child Development Center Leader to coordinate the flow of activities among all age groups served by the Center.

Essential Duties and Responsibilities:

- Supervise and monitors daily care and play activities of infant and preschool age children whom have a variety of special care needs.
- Maintains a safe, secure learning and play environment.
- Implements planned age-appropriate activities.
- Assists in room setup and cleanup.
- Communicates and problem solves with parents, student assistants, staff and community members regarding activities and the daily operation of the Child Development Center.
- Assists with the assessment and reporting of student progress with ASQ's, Pre-K Assessments or other assessment tools.
- Identifies and reports children's behaviors and/or social difficulties and refers to proper staff member or agency for assistance.
- Maintains, records and documents daily activities as required by Medford School District and the Child Care Division. (i.e., attendance, progress, diaper charts, USDA meals, naps, grading sheets and substitute locations, etc.)
- Provides general Child Development Center support. (i.e., prepares and serves meals, cleaning, laundry, sanitizing, supply inventory, checks center for safety and/or health hazards, etc.)
- Follows District policies, State guidelines, and applies rules, regulations, procedures and policies related to the Office of Child Care certification.
- Assists in monitoring of student health, administers medications within the scope of district policies and performs first aid/CPR services.
- Actively participates in staff meetings and class trainings.
- Maintains competency in all position responsibilities.
- Complies with all safety and work rules, policies and procedures.
- Provides support to other positions as needed.
- Assumes additional responsibilities as appropriate with little or no supervision.
- Completes Early Child Education/Health and Safety trainings annually.
- Maintains Pediatric First Aid/CPR certification.
- Other related duties as assigned.

Marginal Duties and Responsibilities:

- May assist with supervision of teen parents, infant/toddler student assistants and volunteers.
- May be assigned as CDC designee when both Leader and Assistant II(s) are off site.
- Clerical duties including message taking and phone calls.

Supervisory Responsibilities:

- Assists in supervising volunteers.
- All employees of the Medford School District have responsibility for supervising students and assisting in maintaining a safe environment.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: High school diploma or General Education Diploma (GED); at least 18 years of age; minimum one year's experience or training working with children in a certified daycare center; experience or training with infants/toddlers/preschool age or equivalent combination of education and experience.

Interpersonal Skills: Ability to interact appropriately with teachers, staff, state agencies, members of the community and students. Focuses on solving conflict; maintains confidentiality; Contributes to building a positive team spirit.

Language Skills: Ability to communicate fluently in English both verbally and in writing. Preference may be given to applicants who are fluent in both English and Spanish. The ability to effectively present information and respond to questions from parents, administrators, students and school staff. Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.

Mathematical Skills: Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume and distance.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills: General knowledge of computer usage and ability to use e-mail.

Other Skills and Abilities Utilizes age-appropriate best practices in child development.

Certificates, Licenses, Registrations: Certificates as determined by the District including valid Oregon Driver's License, Food Handlers Card, Criminal History Registry, Pediatric First Aid/CPR certifications, and Recognizing & Reporting Child Abuse Certificate.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk, use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is frequently required to stand, stoop, kneel, crouch or crawl, and sit at child level. The employee must frequently lift and/or move up to 25 pounds and occasionally up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and peripheral vision. Speaking clearly enough to be able to

be understood by others. Identifying and understanding the speech of another person. Emotional stability to work effectively under pressure and to keep all aspects of the job under control.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually low to moderate. The employee may be exposed to bloodborne pathogens. Employee may be subject to temperature fluctuations, fumes, odors and dust.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description.

Signature: _____

Date: _____