



## 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 II  
**Supervisor:** Principal/CDC Leader  
**FLSA Status:** Nonexempt

**Summary:** Under the direction of the Child Development Center Leader, school administrator or designee, the CDC Assistant II works with all personnel (including paid staff, volunteers, foster grandparents, etc.) and all students in the Child Development Center to ensure that the well-being and safety of the environment is maintained. The CDC Assistant II works closely with the CDC Leader in the daily operations and maintenance of the CDC Center. Additionally, the CDC Assistant II is responsible for documenting information pertaining to children and high school parents and serves as the person in charge when the CDC Leader is unavailable.

### Essential Duties and Responsibilities:

- Communicates and problem solves with staff, parents, students and community members regarding activities and the daily operation of the CDC.
- Under the direction of the CDC Leader, ensures compliance with codes and standards of all state and local governing agencies (i.e. Children's Services, Fire & Health departments and Medford 549c), Student/Staff ratios and CDC licensing.
- Follows District policies, State guidelines, and applies rules, regulations, procedures and policies related to the Office of Child Care certification.
- 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.), as well as other agencies associated with the CDC Center.
- Responsible for regular checks of interior and exterior of the facility for safety and/or health hazards.
- Responsible for proper utilization, operation and maintenance of all department resources.
- Responsible for enrolling children in the program.
- Oversees and directs the work of high school students assigned to the center.
- Plans & implements age appropriate daily activities/curriculum.
- Directs room setup and cleanup.
- Develops a testing schedule to assess children and report progress. Coordinates ASQ, Pre-K Assessments and other assessment tools and works with CDC Assistant I(s) to administer assessments.
- Maintains a safe, secure learning and play environment. Oversees care, safety and well-being of all children at the center.
- Supervise and monitors daily care and play activities of infant and preschool age children whom have a variety of special care needs.
- Identifies and reports children's behaviors and/or social difficulties and refers to proper staff member or agency for assistance.

- Assists in monitoring of student health, administers medications within the scope of district policies and performs first aid/CPR services.
- Maintains competency in all position responsibilities.
- Complies with all safety and work rules, policies and procedures.
- Actively participates in staff meetings, class trainings & annual safe schools.
- Attends work regularly.
- 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 may be assigned.

**Marginal Duties and Responsibilities:**

- Checks, stocks and orders supplies as necessary.
- Clerical duties including message taking and phone calls.

**Supervisory Responsibilities:**

- Assists in leadership of volunteers/teen parents & student assistants.
- Directs work and oversees work of high school students.
- 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 GED; at least two years' of teaching experience with at least 1 year as a teacher in a certified day care center or equivalent combination of education and/or experience and at least 18 years of age.

**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. Ability to write routine reports and correspondence.

**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 & Central Background Registry, Pediatric CPR/First Aid certificates, Recognizing & Reporting Child Abuse Certificate, Health & Safety certificate and ORO Step certificate (Portland State University-Oregon Registry Online).

**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, sit; use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is frequently required to stand and stoop, kneel, crouch or crawl. The employee is occasionally required to sit. 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. 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: \_\_\_\_\_