

## **RIVERSIDE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: INSTRUCTIONAL ASSISTANT-INFANT CARE (Range 14)**

#### **BASIC FUNCTION:**

Under the direction of the Preschool Teacher, assist in providing quality child care and a safe environment for infants and toddlers; provide proper role model and positive parenting skills to teen mothers.

#### **REPRESENTATIVE DUTIES:**

Assist in providing quality child care and a safe environment for the infants and toddlers of students enrolled in the program; serve as a role model and provide parenting skills to teen mothers. *E*

Assists teacher with lesson planning, parent conferences and home visits. *E*

Assists with learning experiences that will further physical skill, enhance language ability, guide social development, foster emotional development and develop creative abilities as set forth in the program guidelines. *E*

Participate in activities for the infants and toddlers; escort and observe toddlers and infants outside for activities and play. *E*

Provide for the physical needs of the children by changing diapers, changing beds, preparing bottles, serving snacks and lunch and participating in and observing play time activities. *E*

Assist infants at naptime such as rocking to sleep, singing or playing songs and assuring children are covered with blankets. *E*

Observe behavior of children and monitor for signs of neglect or suspected abuse; report such concerns according to established guidelines. *E*

Assists with the implementation of emergency procedures and first aid for the purpose of meeting immediate health care and safety needs of children. *E*

Prepare infant and toddler areas for children and parents; clean, set up and set out beds, play pens, mats, high chairs, toys and other materials; store equipment and toys in proper location after use. *E*

Prepare and wash plates, utensils and wash cloths; wash, dry, fold and store towels and clothes; disinfect toys and wash cots and work surfaces; vacuum floors; assist in maintaining a clean, safe, sanitary and orderly child care environment. *E*

Maintain and prepare daily logs and charts related to daily activities; take notes at weekly meetings; maintain sign-in sheets and inventory of supplies and materials. **E**

Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Effective child guidance practices and principles.

Child growth and development.

Children, family, community, and program/curriculum used in early childhood education.

Requirements of maintaining a children's center in a safe, clean and orderly condition.

Record-keeping techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills using tact, patience and courtesy.

Health and safety regulations.

Safe practices in classroom activities.

Basic first aid techniques.

#### **ABILITY TO:**

Comply with all provisions of State and Federal regulations as outlined in California Code of Regulations Title 5 and Title 22.

Provide quality child care for infants and toddlers involved in the program.

Provide a proper role model and positive parenting skills to teen mothers.

Provide patient and sensitive care to infants and toddlers.

Learn, apply and explain rules, regulations and procedures of program.

Establish and maintain patient, gentle, supportive and cooperative working relationships with infants, toddlers and other staff members.

Lift infants and toddlers and perform changing, feeding and general child care.

Play on the floor with children.

Perform routine clerical duties.

Administer basic first aid.

### **EDUCATION AND EXPERIENCE:**

High School Diploma or equivalent, a Child Development Permit at the Associate Teacher level or above (must include 6 semester units in infant/toddler) and some experience working with infants and toddlers.

### **LICENSES AND OTHER REQUIREMENTS:**

Valid First Aid/CPR certificate.

### **WORKING CONDITIONS:**

#### **ENVIRONMENT:**

Indoor and outdoor environment.

**PHYSICAL ABILITIES:**

Standing for extended periods of time.

Significant lifting and carrying up to 50 pounds.

Bending at the waist, kneeling or crouching to assist infants and toddlers.

Pushing and/or pulling.

Reaching overhead, above the shoulders and horizontally.

Hearing and speaking to exchange information.

Seeing to monitor activities.

Dexterity of hands, wrists and fingers to demonstrate activities and prepare materials.

**HAZARDS:**

Contact with body fluids and exposure to communicable diseases.