

CHILD DEVELOPMENT SPECIALIST ASSISTANT
Job Description

CATEGORY: INSTRUCTIONAL SUPPORT
POSITION STATUS: FULL-TIME
FLSA STATUS: NON-EXEMPT
SALARY CODE: 56
REPORT TO: MANAGER OF CHILD CARE CENTER
REVIEWED DATE: JUNE 25, 2019

The incumbent in this job is expected to assist the College in achieving its vision and mission of student success and service to the community. A commitment to excellence, service, and a willingness to assist as needed are expectations for all employees.

JOB SUMMARY

Participates in assisting the child development specialist in planning, supervising and implementing the classroom program in compliance with state requirements, contract standards, and applicable policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists the child development specialist in performing a variety of technical tasks relative to child development, including the development of weekly lesson plans that involve age-level developmentally appropriate activities and that demonstrate creativity and resourcefulness in planning programs and in the use of materials.
- Assists the child development specialist in the instruction of children in a childcare age unit through the development and implementation of lesson plans and other activities.
- Participates with child development specialist in providing demonstrations of age appropriate development and behavior of children.
- Provides guidance to students regarding Center rules and regulations related to childcare; assists with the daily assignments to students and the evaluation of classroom activities and performance.
- Prepares reports and correspondence regarding classroom operations and activities; maintains and records training hours and attendance records.
- Organizes and participates in games; reads stories and teaches simple painting, drawing, handwork, songs and similar activities; helps children remove garments; helps children develop habits of caring for own clothing and picking up and putting away toys and books; and directs activities in eating, resting, and toileting. Maintains discipline, physical organization and cleanliness in the classroom.
- Communicates informally with parents on children's progress and behavior.
- Attends all scheduled staff meetings; plans and implements staff training as requested.
- Attends the workplace regularly as per the defined work schedule and reports to work punctually.
- Working hours may include evenings, holidays or weekends depending on deadline requirements and special events.
- Completes duties and responsibilities in compliance with college standards, policies and guidelines.

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- Completes all required training and professional development sessions sponsored by Texas Southmost College.
- Participates in the development of outcomes, monitors assessment of those appropriate outcomes, and assists in the development of plans of action for improvement based on the assessment of those outcomes.
- Participates in the process for systematic review and evaluation per the institutional effectiveness model adopted by the College.
- Supports the values and institutional goals as defined in the College's Strategic Plan.
- Promotes positive morale and teamwork within the department and provides exceptional customer service to students, faculty and community.
- Performs other duties as assigned.

REQUIRED KNOWLEDGE AND SKILLS

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.

- A strong commitment to the mission of Texas Southmost College.
- Knowledge of modern principles and practices of childcare services.
- Knowledge of pertinent Federal and State laws, codes and regulations.
- Strong organizational skills.
- Ability to be flexible and adjust to many varied situations.
- Ability to assume full responsibility for a group of children as required.
- Ability to lift up to 60 pounds.
- Ability to maintain appropriate and professional behavior at all times.
- Ability to handle sensitive and confidential data.
- Ability to communicate effectively, both orally and in writing, in a diverse, multi-cultural community environment.
- Demonstrated experience in providing quality customer service.
- Demonstrated experience concentrating on detailed tasks during numerous interruptions.
- Capacity to listen and respond to individual's questions and concerns.
- Must be in excellent health and free of contagious disease.
- Ability to perform and excel in a high-tech all-digital environment.
- Proficient in the use of e-mail, word processing, spreadsheet, database, and presentation software and use of the Internet to access data, maintain records, generate reports, and communicate with others.

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REQUIRED EDUCATION AND EXPERIENCE

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education and experience required.

- Certificate of Proficiency in Child Care and Development or a Certificate in Early Childhood Education from an accredited college or university *plus* one (1) year of full-time experience as a caregiver working directly with children in a Texas Department of Family and Protective Services (DFPS) licensed or certified child care center or one (1) year of full-time classroom teaching (assisting) in a public or private accredited school from birth through kinder, during a customary school year; or substitute or part-time classroom teaching in a public or private accredited school birth through kinder, if the total length of time adds up to two years of full-time teaching during a customary school year.
- Demonstrated experience in maintaining positive and effective working relationships with parents, children, staff, faculty, students and the community.

PREFERRED EDUCATION AND EXPERIENCE

- Associate's degree in Child Care and Development or Early Childhood Education from an accredited college or university *plus* one (1) year of full-time experience working directly with children from birth thru Kinder in either a DFPS (licensed or certified center) or a public or private accredited school.
- Bilingual in English-Spanish.

CERTIFICATES AND LICENSURES

- Meets all HHSC/DFPS Child Care Licensing Standards for child-care professionals.
- Must have Public Health Food Handler Certification or become certified within one (1) week of hire.
- Must have a Pediatric CPR Certification or become certified within one (1) week of hire.
- Must have Pediatric First Aid with rescue breathing and choking certification or become certified within one (1) week of hire.
- Successful completion of Texas DFPS Licensing Division Background Check.
- Must have a clear Tuberculosis (TB) Test not older than one (1) year.
- Must complete annual required local, state, and national professional training hours in accordance with Texas Rising Star Guidelines, HHSC/DFPS Child Care Licensing Standards, TDA Food and Nutrition-CACFP, and NAEYC Program Standards.

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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 frequently required to stand. The employee is occasionally required to walk; sit; use hands and fingers to handle objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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. While performing the duties of this job, the employee occasionally works near moving mechanical parts and is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate.

Disclaimer:

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Are you able to perform these essential job functions with or without reasonable accommodation?

- Yes
- With Accommodations

Employee Signature: _____ Date: _____

Direct Supervisor: _____ Date: _____

HR Representative: _____ Date: _____

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Posting Specific Questions

Required fields are indicated with an asterisk (*).

1. *How did you hear about this employment opportunity?
 - TSC Website
 - HigherEdJobs
 - Indeed
 - LinkedIn
 - Specialty Job Board
 - Facebook
 - Work-In-Texas/ Texas Workforce Commission
 - Job Fair
 - Personal Referral
2. *Do you have a Certificate of Proficiency in Child Care and Development or a Certificate in Early Childhood Education from an accredited college or university *plus* one (1) year of full-time experience as a caregiver working directly with children in a Texas Department of Family and Protective Services (DFPS) licensed or certified child care center or one (1) year of full-time classroom teaching (assisting) in a public or private accredited school from birth through kinder, during a customary school year; or substitute or part-time classroom teaching in a public or private accredited school birth through kinder, if the total length of time adds up to two years of full-time teaching during a customary school year?
 - Yes
 - No
3. *Do you have demonstrated experience in maintaining positive and effective working relationships with parents, children, staff, faculty, students and the community?
 - Yes
 - No
4. *Do you meet all the requirements for HHSC/DFPS Child Care Licensing Standards for child-care professionals?
 - Yes
 - No
5. *Do you have a Public Health Food Handler Certification or are you able to become certified within one (1) week of hire?
 - Yes
 - No
6. *Do you have a Pediatric CPR Certification or are you able to become certified within one (1) week of hire?
 - Yes
 - No
7. *Do you have a Pediatric First Aid with rescue breathing and choking certification or are you able to become certified within one (1) week of hire?
 - Yes
 - No

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8. *Can you successfully complete a Texas DFPS Licensing Division Background Check?
 - Yes
 - No
9. *Do you have a clear Tuberculosis (TB) Test not older than one (1) year?
 - Yes
 - No
10. Do you have an Associate's degree in Child Care and Development or Early Childhood Education from an accredited college or university *plus* one (1) year of full-time experience working directly with children from birth thru Kinder in either a DFPS (licensed or certified center) or a public or private accredited school?
 - Yes
 - No
11. Are you bilingual in English-Spanish?
 - Yes
 - No