

## CHILD DEVELOPMENT PROGRAM PARAPROFESSIONAL

### DEFINITION

Under supervision, provide supervision and a full range of care, guidance, and learning experiences that are age appropriate for toddlers and preschoolers; perform other related work as required.

### ESSENTIAL FUNCTIONS

Supervise and care for toddlers and preschoolers; provide care, guidance, and developmental experiences for toddlers and preschoolers both indoors and outdoors; coordinate age appropriate learning activities during the day to foster both individual and group learning experiences; maintain an orderly, safe, clean, and stimulating learning environment; assist in shaping appropriate social behaviors; assist in the management of student behavior through the use of positive reinforcement; assist in the preparation of a variety of instructional materials and learning aids; follow instructor's lesson plans; assist in the preparation of lesson plans based upon direction of instructor and requirements of Titles 22 and 5 of the Health and Welfare Code; prepare and maintain bulletin boards, interest centers, educational displays, and teaching devices; may accompany students on field trips; participate in the administering of "development profile" screening on enrolled children; establish and maintain records of each toddler and preschooler as required to assure necessary and quality care; provide support during meal/snack for toddlers and preschoolers; provide diaper changing services to toddlers and preschoolers when necessary.

### EMPLOYMENT STANDARDS

#### KNOWLEDGE AND ABILITIES

##### Knowledge of:

Basic concepts of early childhood development to include such areas as health, safety, and nutrition for toddlers and preschoolers;

General needs and behavior patterns of toddlers and preschoolers;

Recordkeeping skills;

Age appropriate learning activities, games, and social activities suitable for toddlers and preschoolers.

##### Ability to:

Project a mature, constructive, stable, and healthy attitude when working with toddlers/preschoolers;  
Learn pertinent procedures and functions quickly and apply them without close and immediate supervision;

Understand the basic concepts of child growth and development and possess a genuine liking for students;

Keep records and perform routine clerical duties;

Understand and follow oral and written directions;

Establish and maintain an effective working relationship with those contacted in the course of work;

Relate effectively with racially and ethnically diverse staff, students, and community.

#### EDUCATION AND EXPERIENCE

##### Education:

Equivalent to the completion of the twelfth grade, supplemented by training or course work in early childhood growth and development.

##### Required:

Must have 24 ECE/CD units including core courses plus 16 GE and be eligible for or hold a current Child Development Teacher permit; training in pediatric first aid, pediatric CPR, and blood pathogens.

Experience:

One year of paid or volunteer experience working with toddler and/or preschool age groups of children.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Strength:

Moderate to heavy work, lifting, carrying, or pulling objects/children weighing up to 50 pounds.

Pre-placement Physical: Class I