

CHILD CARE ASSOCIATE
(Class Code 2490)

Task List

1. Assists in the organization and operation of a child care program, including ordering recreational and educational materials, office supplies, and furniture, in order to prepare for daily activities.
2. Assists in ensuring that the center is operating according to applicable State and City regulations in order to maintain licensure by inspecting for safety hazards and cleanliness, including the condition of furniture, and maintaining teacher-child ratios and spacing requirements.
3. Researches and plans age-appropriate activities, such as those that develop motor, creative, learning, and social skills, sufficient to reflect the socioeconomic and diverse characteristics of the service areas.
4. Instructs, demonstrates, and may participate in games and activities including music, dance, drama, arts and crafts, and storytelling in order to provide a variety of age-appropriate activities.
5. Manages the behavior of children by utilizing redirecting techniques, speaking to the child directly, and speaking to parents regarding problematic behavior in order to enforce rules and discipline procedures.
6. Assists the Child Care Center Director in supervising and training part-time staff on applicable State, City, and Departmental policies and procedures, such as student-to-teacher ratios, curriculum, and safety standards sufficient to meet state licensing requirements.
7. Assumes the role of the Child Care Center Director in the absence of the Child Care Center Director by collecting weekly registration fees and making bank deposits, scheduling the work of child care center staff, and preparing for activities, in order to effectively manage the child care center operations.
8. Assists in daily facility set-up, clean-up, and maintenance including arranging chairs and tables, play equipment, setting up the designated rest area, ensuring supplies are safely stored, and cleaning dishes, in order to support program activities.
9. Assists the Child Care Center Director with record keeping, including attendance, sign-in and sign-out sheets, records and behavioral reports on program

participants, staff files, and resources and referrals sufficient to meet state licensing requirements.

10. Reports and records accidents and special occurrences, such as Special Occurrence and Loss Reports, Non-Employee Accident Reports for events such as the injury of a child while playing including broken bones, and Ouch Reports for events such as superficial injuries including abrasions in order to comply with department policies and procedures.
11. Assists in collecting, accounting for, and transmitting program fees including payment or registration fees and documentation of monetary exchanges in the RecTrac computer system, in order to comply with department policies and procedures.
12. Administers first aid, maintains first aid equipment, including applying bandages, ensuring supplies are sufficiently stocked and properly documenting information relating to an injury, in order to meet state licensing requirements and department policy.
13. Writes brief reports including personal evaluations, activity reports, lesson plans, and assessments, such as the Desired Results Developmental Profile (DRDP) in order to assess child development and growth.
14. Attends in-service training, such as child development workshops and conferences in order to maintain job knowledge and enhance professional development.
15. Assists in implementing a nutrition program at the Child Care Center, including meal planning, preparation, and serving, in order to meet licensing requirements.
16. Assists the Child Care Center Director in maintaining a bulletin board including ensuring the menu, Child Care Center License, and personnel roster is posted and up-to-date sufficient to meet the Department of Social Services requirement.
17. Records and submits work order requests for maintenance issues such as malfunctioning plumbing, broken equipment, and trip and fall hazards in order to maintain a safe working environment.
18. Reports suspected child abuse including physical, emotional, mental, or sexual abuse, in accordance with state guidelines and the City of Los Angeles mandated reporting policy.

19. Closes the Child Care Center at the end of operation hours, including locking all doors, turning off lights, turning off all appliances, setting the alarm, and ensuring all participants are signed out in order to secure the safety of the facility.
20. Assesses child wellness including performing visual assessments of cold and flu-like symptoms, skin conditions such as rashes or blisters, and possible signs of abuse in order to ensure child safety.
21. Assists the Child Care Center Director with parent communication, such as parent-teacher conferences, parent meetings, and orientation in order to ensure involvement in the program.