

Summary of Duties: Assists a Child Care Director in supervising, organizing and conducting a child care program in compliance with state and local regulations and is responsible for direct supervision of children at a City operated, State licensed pre-school, school age or combination day care center.

Distinguishing Features: A Child Care Associate acts as a fully qualified teacher at a day care center and assists a Child Care Director in supervising, organizing and conducting activities of a child care program. A Child Care Associate differs from a Recreation Director in that the primary responsibility of a Child Care Associate is related to child care activities, while a Recreation Director may be responsible for an entire recreation center and may program recreational activities for a community. An employee of this classification receives written and verbal assignments and assists in supervising the part-time staff of a child care program. A Child Care Associate differs from a Child Care Director in that the latter supervises Child Care Associates and has been designated as the permanent director of a day care center.

Examples of Duties: Acts as a fully qualified pre-school or school-age day care teacher; assists in the organization and operation of a child care program; assists in ensuring that the center is operating according to applicable State and City regulations; assists in the recruitment and selection of qualified day care center staff; researches and plans age-appropriate activities that develop motor, creative, learning, and social skills and which reflect the socioeconomic and ethnic characteristics of the service area; explains, demonstrates and conducts games and activities including music, dance, drama, arts and crafts, and story telling; organizes, supervises and assists children in completing school homework activities; assists in controlling the behavior of children who are program participants and enforcing rules and discipline procedures; assists in supervising and training part-time staff on applicable State and City Regulations and Department procedures and standards as directed by the Child Care Director; and may act as the director of the day care center in the absence of the Child Care Director.

Assists in daily facility set-up and maintenance including arranging chairs and tables, play equipment and the designated rest area; and oversees clean-up by assistants and children. Assists with record-keeping, including attendance, sign in and sign out sheets, records and behavioral reports on program participants, and resource and referral files. Reports and records accidents and special occurrences. Assist in collecting, accounting for and transmitting program fees in accordance with department policies and procedures. Administers first aid and maintains first aid equipment. And may occasionally be assigned to other duties for training purposes or to meet technological changes or unexpected emergencies.

Qualifications: A good knowledge of the State of California Manual of Policies for Day Care Centers; a good knowledge of the principles and practices applicable to planning, organizing, conducting and coordinating recreational activities at a day care center; a working knowledge of a wide variety of play, recreational and craft activities and equipment suitable for children of various ages, interests and capabilities.

A good knowledge of potential hazards at municipal recreation facilities, including swimming pools; a good knowledge of safety principles and practices applicable to municipal recreation facilities; a working knowledge of first aid principles and techniques. As a lead worker, has working knowledge of principles and practices of supervision; and a general knowledge of laws and regulations related to equal employment opportunity and affirmative action.

The ability to apply all State of California licensing regulations which relate to day care; to organize, conduct and direct play and recreation activities for children of various ages and ethnic groups; and to effectively assist in training and supervising the work of child care staff. The ability to maintain operating records and assist in preparing reports and recommendations; to speak clearly and effectively in public; to deal tactfully with co-workers, supervisors, children and the public; and to understand and follow oral and written instruction.

Requirements: In order for Child Care Associates to be assigned to provide care at the full range of day care centers, including a pre-school or combination pre-school/school age day care center, they must meet the following requirements:

Completion of 60 semester or 90 quarter units at a recognized college or university, including at least 12 semester or 18 quarter units in early childhood education.

A valid Children's Center Permit issued by the California Commission on Teacher Preparation and Licensing may be substituted for the required units of early childhood education.

Must be eighteen years of age.

License: A valid California driver's license and a good driving record are required.

Physical Requirements: Strength, coordination, body movement and agility, and equilibrium as required to demonstrate and participate in games, sports and rhythmic activities involving running, bending, stooping and throwing movements; speaking ability as required to conduct training sessions; normal hearing; and normal vision, corrected if necessary, including normal color perception. In addition, a negative test for tuberculosis within the last twelve

months is required.

Persons with medical limitations may, with reasonable accommodation, be capable of performing the duties of some of the positions in this class. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.