

# GALENA CITY SCHOOL DISTRICT

**Position:** Child Development Associate

**Location:** SHS

**Reports to:** Principal or Assistant Principal

**Classification:** Classified

**Work Year:** 189 Days

**Salary:** GEA Agreement – Range

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## Summary or Purpose:

To work closely with teaching staff in supporting children to meet their social, intellectual, emotional, and physical needs based on their development. Must possess and share a passion for all children and their families, a positive attitude, and ability to adapt to individual student needs. Must embrace working as part of a team to build and sustain a safe, caring, and vibrant environment that benefits childhood development and learning.

## Qualification Requirements:

- High school diploma, required
- Minimum age, 21, required
- Experience with early learning or childcare, preferred
- Experience and knowledge of working with exceptional children, preferred
- Proficiency with technology, required
- Cultural awareness, sensitivity, and knowledge of local cultural values/history
- Demonstrated strong communication skills and relationship building with children and families.
- Demonstrated capacity to provide a safe and effective learning environment for children
- Demonstrated willingness to engage in personal/professional development
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable

## Performance Responsibilities:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Assisting teacher/coordinator with lesson preparation and execution
2. Assists teacher/coordinator, as directed, and other education staff in daily operations necessary for childcare/educational reporting, licensure requirements, grant requirements.
3. Assists teacher/coordinator in implementing classroom routines and rules.
4. Assists teacher/specialists in implementing individual education plans (IEPs), assisting with classroom activities, providing one on one support, and helping to manage classroom behavior and environment.
5. Assists teacher/coordinator in modifying lessons to accommodate students with exceptional needs and implementing these lessons in small group or one on one settings, while tracking student progress towards IEP goals.
6. Ensuring children's safety by constantly supervising them through sound and sight; assisting teacher in providing a safe and positive environment.
7. Maintaining classroom materials, equipment, and arranged spaces.
8. Creating an inviting, pleasant, and tidy atmosphere for children

9. Interacting with children through purposeful play, physical movement, and fine motor activities.
10. Assists teacher/coordinator in instructing children on classroom behavior and procedures.
11. Assists teacher/coordinator in tracking children's developmental progress.
12. Assists teacher/coordinator, as directed, in communicating with families (including through technology applications that may include texts, photos, and videos).
13. Cultivating relationships with children, parents, and guardians; greeting parents and addressing children by name.
14. Alerting the childcare teacher/coordinator to emergencies.
15. Preparing and serving meals, bottles, and snacks.
16. Supporting potty training and/or changing diapers regularly for children with this need.
17. As directed, utilize the education instructional materials with fidelity.
18. Infuse cultural knowledge and value systems within daily interactions with children.
19. Assists teacher/coordinator in conducting assessments to inform instructional practices.
20. Perform other duties as assigned.

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### **Physical Requirements**

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 regularly required to sit; stand; walk; use hands to finger, handle, or feel objects, tools, controls; and reach with hands and arms. The employee frequently is required to stoop, kneel, crouch, or crawl and talk and hear. The employee is occasionally required to climb or balance.

The employee must regularly lift and/or move up to 40 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.

### **Environmental Conditions**

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 is occasionally required to travel to other cities around the state. The employee must be willing and able to fly in small and large commuter planes.

The noise level in the work environment is usually low to moderate.

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