



Job Specification

Job Title: Child Development Aide II
BCAT Code: 810X AC
Pay Grade: G08

Effective Date: April 1, 2007
Revision Date: February 1, 2007
FLSA Status: Non-Exempt

General Description

Performs advanced level childcare duties under the supervision of a Child Development Specialist (Lead Teacher). May be responsible for classroom in absence of Lead Teacher.

Examples of Duties

- Provides physical care for infants, including feeding and diapering.
- Provides physical care for toddlers, including toilet training, teaching them to dress themselves, wash their hands and feed themselves.
- Provides physical care for preschool children, including supervising dressing, hand washing, toileting, and dental hygiene.
- Assists with coordinating developmentally appropriate activities.
- Performs housekeeping tasks as required (sweeping floors, cleaning tables and chairs, changing linen, washing toys, and washing and folding laundry).
- Assures physical safety of all children in the classroom/play area.
- Supervises teachers' aides in the absence of the Lead Teacher, and helps plan activities and prepares teaching materials.
- Escorts children to designated activities.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of state minimum standards for childcare centers preferred.
- Ability to communicate orally and effectively with preschool children.
- Ability to lift small children (0 - 35 lbs.).
- Experience in art, story telling, or music.
- CPR/First-Aid Certified.

Minimum GSU Hiring Standards

High school diploma or GED and one year of experience working with young or preschool children in a child care setting. Successful completion of one year of college course work in Early Childhood Education, Child Development or a related field may substitute for experience. Criminal background investigation required.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.