

## Alameda County Office of Education

**JOB TITLE:** Instructional Assistant, Infant (Range 11 CSEA)

**JOB SUMMARY :**

Under supervision, provides child care services to infants and toddlers.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Works with babies individually or in small groups.

Communicates with parents.

Performs routine clerical and manual duties associated with supervising infants and toddlers.

Provides physical care for participants, such as feeding, changing diapers, washing hands before and after meals.

Prepares participants for meals.

Reports common signs and symptoms of illness and accidents that may occur.

Assists with encouraging parent involvement in accordance with program procedures in parent educating class and learning lab.

Refers parents needing community, social or health services to supervisor, case manager or nurse.

Organizes and maintains equipment and materials for a safe environment.

Reports to supervisor conditions representing safety hazards.

Maintains records, files, materials.

Operates office equipment.

Performs routine clerical duties.

Performs related duties as required.

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

**ABILITY TO**

Provide physical care to infants and toddlers.

Observe, evaluate and report symptoms of illness and safety hazards in the environment.

Establish, maintain effective relationships.

Communicate effectively orally and in writing.

Understand, follow oral and written directions.

Perform routine clerical duties.

Perform First Aid and CPR

## **Instructor Infant Assistant (continued)**

### **KNOWLEDGE OF**

Infant and toddler care.  
Parenting and early childhood development.  
Department operations and policies.  
Interpersonal skills.  
Laws and regulations related to activities.  
First Aid and CPR

### **EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED); one year related experience and/or training and one year experience working with young children; or equivalent combination of education and experience.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

First Aid and CPR.

### **LANGUAGE SKILLS**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations.

### **MATHEMATICAL SKILLS**

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations as applicable to situations involving child care.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**PHYSICAL DEMANDS** 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 frequently required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to sit. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

**WORK ENVIRONMENT** 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 regularly works in inside environmental conditions. The noise level in the work environment is usually moderate.

**Approved By:** Personnel Commission

**Approved Date:** June 27, 2000