



CLASSIFIED
Job Classification Description
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
APPROVED MOTION NO. 22-2022/23
DOCUMENT NO. 10-2022/23
DATED 10/19/2022

INFANT AND TODDLER CARE PROVIDER

DEPARTMENT/SITE: District Department or
School Site

REPORTS TO: Director of Early Childhood
Education or Site Teacher

SALARY SCHEDULE: Classified Bargaining Unit

SALARY RANGE: 11

WORK CALENDAR: 201 Days

FLSA: Non-Exempt

PURPOSE STATEMENT:

Under the general direction of the Director of Early Childhood Education or Site CalSAFE, the Infant and Toddler Care Provider (ITCP) provides support to the instructional program within an assigned classroom with specific responsibility for supervision and care of infants to toddler-aged children while their parents attend class. The (ITCP), supports the teacher with instructional activities appropriate for the child's age and development. The incumbents in this classification provide the school community with educational support which directly supports student learning and achievement.

DISTINGUISHING CHARACTERISTICS

Positions in this class assists with the care of infant to toddler aged children, which differs from Classroom Aide – Preschool class which work in a preschool classroom, providing support to a certificated teacher.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Assists children with personal care and hygiene needs (e.g., diapering toileting, feeding) to maintain health, and cleanliness.
- Assists in redirecting student behavior and controlling conflict situations which develop between students; detects and observes behaviors and tendencies in an early intervention environment.
- Assists the teacher in planning and carrying out activities of the instructional program; maintains effective communication to assure that appropriate instructional goals are implemented and assessed on a regular basis.
- Attends meetings and in-service presentations to acquire and/or convey information.
- Maintains clean and safe classroom for the purpose of creating a comfortable, supportive environment.
- Provides children with a culturally relevant, developmentally appropriate learning environment, which leads to increased social, cognitive, physical, and emotional competence, and development.
- Provides first aid and emergency care as needed in the case of accidents and problems that may arise.
- Supervises children in non-classroom settings (e.g., playground, school grounds, trips to the restroom.)
- Works collaboratively with the Preschool Teacher to provide parenting education when appropriate in the classroom for family literacy.
- Works independently with individuals and small groups of students, including with physical tasks, to meet the needs of students with disabilities.

- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Stages of child development
- Methods of motivating and guiding children
- Pertinent software applications

Skills and Abilities to:

- Prepare and maintain accurate records
- Provide direction and leadership
- Communicate with persons of varied backgrounds
- Maintain confidentiality
- Adapt to changing priorities

RESPONSIBILITY:

Responsibilities include working under direct supervision using standardized procedures; providing information and/or advising others. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to affect the organization's services.

JOB QUALIFICATIONS / REQUIREMENTS:

(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)

EDUCATION REQUIRED:

High School diploma or equivalent **AND** a minimum of 6 units in the field of Child Development/Early Childhood Education (three of the 6 units must be in an infant toddler course).

EXPERIENCE REQUIRED:

One (1) year of work experience in a school or youth organization; or one (1) year of experience in working with pre-school aged children preferred.

LICENSE(S) REQUIRED:

- None required

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Immunizations for influenza, pertussis, measles
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)
 - Pre-employment physical exam B through District's provider at District's expense

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- This job is performed in a generally clean and healthy environment
- Indoor and outdoor work subject to inclement weather

- Sitting, walking, and standing for extended periods of time
- Light lifting, carrying, pushing, and/or pulling of classroom objects weighing up to 35 lbs.
- Stooping, kneeling, crouching, and/or crawling to get down to student's level
- Manual dexterity to operate a computer keyboard and handle instructional, art, and play related equipment and objects
- Hearing and speaking to exchange information in person
- Visual acuity, near and far, to see students and read a computer screen