
INFANT/TODDLER CAREGIVER

Definition:

Under direction of the certificated teacher, this job class performs a variety of responsible instructional and training activities to support and provide an educational environment for pregnant minors and teen parents. This job class performs a variety of individualized tasks to assist in meeting the educational, physical, and emotional needs to the students and to perform related duties as assigned.

Distinguishing Characteristics:

Employees in this job class may work with non/limited English speaking students. The job requires a high degree of positive contact with students, infants, toddlers, preschoolers, certificated staff, social workers, and other support service personnel. The Infant/Toddler Caregiver's primary contact and responsibility is working with infants and young children to provide a safe, clean, educationally, stimulating environment. The Program Assistant's primary contact and responsibility is working with pregnant minors. Employees in this class receive general supervision from the Program Director, Principal, Assistant Principal, Program Manager and/or classroom teacher within a well-defined framework of policies, procedures, and applicable law. This job class may supervise student workers, when assigned.

Supervision Exercised and Received:

Employees in this class receive general supervision from the Program Director, Principal, Program Manager and/or classroom teacher within a well-defined framework of policies, procedures, and applicable law. This job class may direct the work of student workers when assigned.

Examples of Duties and Responsibilities:

Duties and Responsibilities may include, but are not limited to, the following:

- Under direction of the certificated teacher carries out the educational plan for the development of language, gross motor, social and behavioral skills for each child.
- Assists in the supervision of children to ensure their safety and appropriate development.
- Maintains a safe, clean, and hygienic environment on a continuous basis to ensuring the safety and well being of infants and young children, including housekeeping tasks as required.
- Performs routine non-instructional activities related to the care of infants and toddlers, including clothing, feeding, diapering, and assisting with toileting.
- Assists in supervising students to maintain an effective learning environment, noting behavior problems observed and correcting behavior through discipline when necessary.
- Provides teacher(s), social workers, and/or school administrators with relevant feedback on child(ren)'s progress through observation, daily contact and maintaining accurate records.
- Practices safe work habits on a consistent basis, including instructing students on the proper use of recreational equipment.
- May participate in parent/family or other meetings, as required.
- May perform lifting or other physically demanding tasks as assigned.
- Performs related duties as assigned.

Employment Standards:

Knowledge of:

- Characteristics of and issues of concern to pregnant minors and at-risk youth.
- Needs of infant, toddler, and preschool children, including early child development stages and care of infants.
- Indoor/outdoor recreational activities suitable for pregnant minors and young children.
- Standard English usage, spelling, grammar and punctuation.
- Safe work practices.

Ability to:

- Respond promptly to requests of internal and external clients; provide needed information, assistance, training, materials, and resources.
- Plan, organize and prioritize own work to meet deadlines and accomplish tasks within established timelines, including maintaining accurate records and files.
- Maintain orderly work environment and perform tasks in a prescribed and safe manner.
- Establish and maintain cooperative working relationships with those contacted during performance of job duties.
- Maintain and improve professional skills and knowledge.
- Be flexible and receptive to change.
- Understand and apply principles, techniques and procedures required for effective job performance.
- Understand the special needs of pregnant minors.
- Handle and lift young children safely.
- Create a safe, structured, and stimulating environment for infants and young children.
- Understand and carry out both oral and written instructions in an independent manner.
- Communicate effectively and tactfully in both oral and written forms.
- Analyze situations accurately and adopt an effective course of action, including remaining calm in stressful situations.
- Learn to administer basic first aid.
- Learn methods and procedures to be followed in assigned instructional area(s) and the requirements of the students.
- Learn general behavior management techniques.
- Develop rapport with students and be consistently fair, impartial, and objective when dealing with students.
- Some assignments may require the ability to speak, read, and write a specific foreign language.

Education and Experience:

Any combination of education and experience that would likely provide the knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

- NCLB requirements for paraprofessionals working in Title I programs:
 - High school diploma or the equivalent, **and**
 - Two years of college (48 units), **or**
 - A. A. degree (or higher), **or**
 - Pass a local assessment of knowledge and skills in assisting in instruction.

Experience:

- At least two (2) years experience working with very young children.
- Desired knowledge and abilities necessary to work with pregnant minors will have been acquired during a minimum of two (2) years of experience in an instructional setting.
- Demonstrated experience in using independent judgment in high-pressure situations.
- Volunteer or paid experience with multicultural high school age girls is desirable.

Physical Demands (Level II):

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.

Note -Terms used in this section are defined as follows: Rarely: 1 to 10%; Occasionally: 11 to 33%; Frequently: 34 to 66%; and Continuously: 67 to 100% of the workday.

Sitting:	Occasionally
Standing/Walking:	Frequently
Waist Bending:	Occasionally to Frequently
Neck Bending:	Occasionally to Frequently
Squatting:	Occasionally
Climbing:	Rarely
Kneeling:	Occasionally
Crawling:	Rarely
Neck Twisting:	Occasionally to Frequently
Waist Twisting:	Occasionally
Pushing/Pulling:	Frequently – up to 60-75 lbs. at a time (such as wheelchairs)
Running	Occasionally
Reaching:	
Above Shoulder:	Occasionally
Below Shoulder:	Frequently
Lifting/Carrying:	
0-10 lbs:	Frequently - weights carried 50 to 100 feet at a time
11-25 lbs:	Occasionally - weights carried up to 100 feet at a time
26-50 lbs:	Occasionally - weights carried 10 to 100 feet at a time
51-75 lbs:	Occasionally - <i>with assistance</i> - weights moved several feet at a time for toileting and transfers
76-100 lbs:	Rarely - <i>with assistance</i> - weights moved several feet at a time for toileting and transfers
Hand Activities:	
Repetitive Hand Use:	Occasionally
Simple Grasping:	Frequently
Power Grasping:	Occasionally
Fine Manipulation:	Rarely
Hand and Arm Twisting/Turning:	Occasionally to Frequently
Computer Operation/Writing:	Rarely

- Meet sometimes, strenuous physical requirements necessary to safely and effectively perform assigned duties, including lifting 50 pounds on a regular basis and periodically lifting in excess of 50 pounds with assistance. For Preschool positions, this may include moving preschool equipment such as cots, tables, chairs; lifting infants and young children; perform twisting, bending, pushing, pulling, lifting, stooping, reaching motions during interaction with students and their children.
- May be required to accompany students on field trips, which may require maneuvering into awkward positions or in narrow bus aisles.
- Must be able to lift and physically restrain students at times; to take appropriate action in emergency situations; and follow procedures in a calm, responsible manner.

- Must be able to communicate and exchange information, effectively, discreetly, and accurately in a high activity environment with staff, students, parents, and individuals who may have limited expressive and receptive conversational capacities.
- Must be able to detect visual and non-visual warning signs of developing physical and emotional situations that may require attention from certificated staff.
- Must be able to express self effectively, verbally and non-verbally in classroom with staff, student, and parents.
- Must be able to discern visual and non-visual signs of physical and non-physical issues that may negatively affect the learning environment.
- Must be able to monitor students and staff visually and non-visually to effectively assist in the management of an orderly and safe learning environment.
- Must have normal vision, corrected or uncorrected.

Work Environment:

The following conditions may be present:

- Walking on uneven ground when outdoors.
- Exposure to student illnesses, injuries, infections, and bodily fluids.
- May be exposed to chemicals contained in cleaning products.
- May be required to maneuver into awkward positions.

Other Requirements:

- Must be fingerprinted and a satisfactory Department of Justice records check must be received by SCOE, prior to employment.
- TB testing will be required upon employment.
- Must pass a pre-employment physical (if applicable).
- May be required to obtain first aid and CPR certificates within the first 6-12 months of employment.
- May be required to drive with or without students; some positions may require a current California driver license, proof of insurance, and possible participation in the DMV Pull Notice Program once employed.