

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 3233

TITLE: DAY CARE CENTER ASSISTANT TEACHER

GRADE: S-12

CLASS DEFINITION:

Under supervision, performs sub-professional work in prescribed areas in a day care center for children; and/or functions as an educational assistant on a multi-disciplinary team in a child development center for children with special needs; assists the teacher in implementation of classroom programs; contributes to the formulation of programs; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Day Care Center Assistant Teacher differs in the Day Care Center Teacher I in that it assists the implementation of an educational program; whereas the Teacher I plans and implements an entire program for either older school-age children or children at a special needs center.

ILLUSTRATIVE DUTIES:

Provides care and protection of children to meet individual needs and assists in implementing a developmental program of recreational, educational, and/or therapeutic activities for children of different age groups, functioning levels, and/or physical and mental capabilities;

Observes and brings to the attention of the day care teacher adjustment problems of individual children and works with the teacher and other staff to implement an individual program to develop the potentialities of the children in the group;

As determined by the teacher, may be responsible for activity and material planning and implementation of small group activities;

Works with children to develop fine and gross motor skills;

Notes the educational progress and physical condition of children in the classroom on a daily basis;

Contributes to recording of this progress, and reporting areas that need attention;

Contributes to child assessment and program development;

Aids children in eating, dressing and other activities to foster appropriate habits;

May serve as a member of a multi-disciplinary team in staff meetings, staffing of clients and consultations with therapy staff members;

Participates in home visits, parent conferences, staff conferences, and developing home programs;

Assists in maintaining healthful and attractive educational surroundings;

Assuring that equipment and materials are accessible to the children and in good condition;

Attends meetings, workshops and in-service training related to area of job assignment;

Acts as liaison between parents and other staff;

Serves in the teacher's absence;

Performs other duties as assigned.

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REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of teaching and activity methods used with children;

Knowledge of materials and equipment used in group settings for children;

Knowledge of the principles of child growth and development and group interaction;

Knowledge of health, safety and first aid methods;

Knowledge of the causes of problems of children;

Knowledge of how cultural patterns, socio-economic differences and/or physical and mental disabilities affect the behavior of children;

Ability to establish warm and supportive relationships with children, or a group and individual basis, gaining their confidence and trust and imparting a sense of security;

Ability to provide, under direction, a wide variety of stimulating experiences for children to meet individual intellectual and emotional needs.

EMPLOYMENT STANDARDS:

Any combination of education, experience and training equivalent to completion of two full years of study and training at an accredited college or university or community college.

REFORMATTED/REVISED: December 3, 2007
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