

## **COLUSA COUNTY OFFICE OF EDUCATION**

**CATEGORY: PARAPROFESSIONAL**

**CLASSIFICATION: FIRST 5 COLUSA**

**JOB TITLE: SUBSTITUTE FAMILY RESOURCE CENTER (FRC) ASSISTANT**

### **BASIC FUNCTION:**

Under the direction of the Executive Director of First 5 Colusa or designee, assist program staff to provide early care and education services to children 0-5 years and their families. Assist program staff to meet individual needs of children in areas of small and large muscle development, language, social, emotional and cognitive development. Assist with preparation of daily activities and reports.

### **REPRESENTATIVE DUTIES:**

Assist program staff to provide services to children 0-5 years of age. **E**

Set up activities and assist children and families with implementation of activities. **E**

Assist with activities promoting small and large muscle development, language, social, emotional and cognitive development. **E**

Assist in the preparation of daily reports. **E**

Assist children with physical needs. **E**

Provide guidance and assist children with developing interpersonal skills. **E**

Report suspected child abuse. **E**

Maintain a clean safe environment. **E**

Operate office equipment. **E**

Attend and participate in staff meetings and in-service training programs. **E**

Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF:

Caring for young children

Basic child development and child behavior characteristics of children 0-5 years of age.

Health, safety and sanitation requirements.

**ABILITY TO:**

- Demonstrate a patient, receptive and empathetic attitude toward children of various age levels
- Maintain a healthy and safe environment
- Lift and carry objects weighing up to 40 pounds
- Communicate effectively
- Learn department and program objectives and goals
- Establish and maintain cooperative working relationships with children, parents and staff
- Complete daily reports
- Work with families of many cultures
- Maintain confidentiality

**EDUCATION AND EXPERIENCE:**

- High school diploma or equivalent
- Must be 18 years of age or older
- One (1) year experience working in a program that serves children and families

**LICENSES AND OTHER REQUIREMENTS:**

- Valid California driver's license
- Bilingual Spanish/English skills preferred

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- Child Care classroom setting
- Indoor and outdoor

**PHYSICAL ABILITIES:**

- Hearing and speaking to provide and exchange information on the telephone or in person
- Sitting or standing for extended periods of time
- Stooping, kneeling and squatting
- Bending at the waist, lifting, and carrying small children and objects weighing up to 40 pounds
- Seeing to monitor room and playground activities
- Reaching overhead, above the shoulders and horizontally to retrieve and store materials

**HAZARDS:**

- Potential for contact with blood-borne pathogens and communicable diseases
- Exposure to childhood diseases and ailments

**Employee Group:** Classified - Substitute

**FLSA Status:** Non-Exempt

**Salary Schedule:** 099

**Approval Date:** February 2019