



**\*REVISED JOB ANNOUNCEMENT**

**Open Recruitment (#159K)**

**Open Date: 5/10/10**

**Close Date: \*Until Filled**

<b>Position:</b>	Caregiver Assistant III, IV (3 Openings)	<b>Reports to:</b>	Center Director
<b>Program:</b>	Migrant & Seasonal Early Head Start <i>(infant/toddler center)</i>	<b>Location:</b>	Arvin (Sunset)
<b>Salary Grade:</b>	7, 9	<b>Shift:</b>	M-F, 8:00am – 5:00pm, hrs may vary
<b>Salary Range:</b>	\$9.70 - \$15.08/hr.	<b>Status:</b>	*Seasonal (May-Oct), FT, 40hrs/wk
<b>FLSA:</b>	Non-Exempt	<b>Benefits:</b>	Yes
<b><i>*This position is funded by the American Recovery &amp; Reinvestment Act (ARRA). Current funding until 9/2011, may be extended.</i></b>			

Position	Salary Range
Caregiver Assistant III	<b>\$9.70 - \$13.69/hr.</b>
Caregiver Assistant IV	<b>\$10.69 - \$15.08/hr.</b>

**Position Summary:**

Assists Caregiver and/or Center Supervisor in providing responsive care and education for a group of infants or toddlers and their families in a Migrant & Seasonal Early Head Start Center. May support the Bus Driver in the safe transportation of children to and from the child care center.

**Responsibilities & Duties:**

1. Assists Caregiver and/or Center Supervisor in providing guidance to age appropriate early childhood experiences for all infants and toddlers.
2. Assists Caregiver and/or Center Supervisor in providing support for parents in improving their parenting/primary educator skills.
3. Attends regular staff and planning meetings.
4. Assists Caregiver and/or Center Supervisor in developing and preparing daily activities for infant/toddlers in coordination with parent goals and individual needs of infant/toddlers.
5. Manages care taking tasks, such as, preparing room for naptime, replenishing supplies, setting out snacks and meals and clean-up of center/bus.
6. Maintains health and safety in the classroom as reflected in health and safety policies. Responsible for maintaining and tracking daily safety checklist and sanitation log.
7. Assists Caregiver and/or Center Supervisor in maintaining narrative records on each infant/toddler, including: anecdotal records, daily charts.



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8. Maintains confidentiality of records and information of Early Head Start families.
9. Attends parent meetings on a rotation basis with other caregiving staff.
10. Attends home visits to assist Caregiver and/or Center Supervisor as assigned and available for evening or weekend home visits, meetings or special events to meet the needs of working families.
11. Assists Caregiver and/or Center Supervisor in the supervision of infant/toddler during naptime.
12. Shares responsibility for overall quality of educational experience for child/children with disabilities.
13. Aids children in developing self-help skills; toileting, feeding, dressing, etc.
14. Implements, as a member of a multi-disciplinary team, each child's Individual Education Plan (IEP)/Individual Family Service Plan (IFSP) and participate in case conferencing, as needed.
15. Attends in-service training as assigned by Early Head Start Program.
16. Performs other duties as needed or assigned by Early Head Start Center Supervisor or Caregiver.

### **Responsibilities & Duties I, II, III, IV (when assisting on the bus):**

1. Assists in the safe supervision of children engaged in boarding, riding and exiting the bus by:
  - a. Welcoming and helping children get on and off the bus
  - b. Assisting the children in fastening seat belts
  - c. Paying close attention to the safety of the children at all times
  - d. Maintaining firm, but gracious limit setting
  - e. Keeping children seated while the bus is in motion
  - f. Assisting the children during emergency evacuations
2. Participates in occupying the children during the ride with activities (games, songs & conversation).
3. Assists with bus inspections at the end of each trip. Part of the daily inspection includes straightening seat belts, picking up trash and checking for children and items left in the vehicle.
4. Ensures that the established bus seating chart is enforced.
5. Verifies that at the end of the day children are being released only to the parent/legal guardian or other individual identified in writing by the parent/legal guardian.
6. Assists the Bus Driver at the end of each bus route, to check that all children have been dropped off. Sign in sheets should be used to verify delivery.



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7. Performs other duties as assigned.

### Minimum Educational and Experience Requirements:

- Caregiver Assistant I High School Diploma, G.E.D. or equivalent;  
Be at least 18 years of age and  
Must meet the instructional Aide I qualifications within 3 years of employment.
- Caregiver Assistant II Must have completed 6 units ECE/CD, with a grade C or better or credit

**Caregiver Assistant III Must have completed 12 units ECE/CD\*, with a grade C or better;  
Qualify for Associate Teacher Permit; and  
Have a minimum of 6 months of experience with children ages 0 - 5.**

**Caregiver Assistant IV Must have an AA Degree;  
Qualify for a Child Development Teacher Permit; and  
3 semester units supervised field experience.**

\* Units in ECE/CD include course work in early childhood education/child development and at least one course in each of the following core areas 1) child/human growth and development 2) child, family and community, or child and family relations; 3) programs/curriculum. Must have received passing grade of "C" or better or credit.

**Note for all Levels: Infant/toddler units or experience desired.**

### Other Requirements:

1. Must be able to relate well to all people of the community regardless of color, national origin, religion, sex, pregnancy, age, marital status, veteran status, sexual orientation, disability or socio-economic level.
2. Must be able to communicate effectively, both orally and in writing, with clients and program staff. Must be able to maintain good working relationships with other program staff.
3. Experience working with children with disabilities desirable.
4. Must be dedicated to the goals and philosophy of the Early Head Start.
5. Must be willing to increase basic knowledge of child development and early childhood education, as well as techniques of working with children with special needs and their families.
6. Must provide certificates of completion of approved pediatric first aid and pediatric CPR training within 30 days of hire. Employee is responsible for renewing and maintaining a valid CPR/first aid certification at all times.
7. Must complete health screening and TB skin test or chest x-ray prior to beginning employment.
8. Must have excellent written and oral communication skills.
9. Must use reasonable precautions in the performance of one's duties and adhere to applicable safety rules and practices; and act in such a manner as to assure at all times maximum safety to one's self, fellow employees, clients and children.



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10. Employment is contingent upon meeting all job requirements and background requirements: criminal history check, education verification, acknowledgement of child abuse reporting responsibility, criminal record statement, etc. A criminal history clearance is required within seven days of completing the Live Scan.
11. Employment in Early Head Start, Head Start, and Migrant and Seasonal Head Start Programs is contingent upon approval of the policy council.

### **Physical and Environmental Requirements:**

Position requires intermittent sitting, standing, walking, twisting, and bending. Must be able to lift up to 50 pounds. Simple grasping and hand manipulation required as well as reaching above and below shoulder level. Requires working indoors in temperature-controlled environment with some exposure to copier and printer chemicals/fumes. Must be able to withstand exposure to noise in a day care environment.

### **Applicant Information**

**Filing Procedure:** A completed CAPSLO Employment Application must be received by the MSHS office at 5808 South Union, Bakersfield, Ca. 93307 no later than 5:00 p.m. on the closing date. For a complete job description or application please contact CAPSLO at (661) 835-7642 or visit our web site at [www.capslo.org](http://www.capslo.org).

**Selection Process:** All qualification requirements must be met by the closing date of this announcement. Applications will be evaluated on the extent and quality of submitted application materials.

**Employment Requirements:** All offers of employment will be conditional upon satisfactory completion of all job requirements listed on the job announcement, including but not limited to references, criminal history background checks, pre-employment drug tests and health screenings. All appointments are subject to post employment verification and documentation of one's identity and legal right to work in the USA in compliance with the Immigration Reform and Control Act of 1986. All regular and seasonal status new hires will serve an "at will" six (6) month introductory period.

**Internal Recruitments:** Only current regular, seasonal and limited term employees may apply during the internal recruitment period. Internal transfers (positions in the same or a lower salary grade) require three months successful employment in their current position and promotional transfers (positions in a higher salary grade) require six months of successful employment in the current position.

**Benefits:** Full time regular, seasonal and limited term employees are eligible for 100% employer paid benefits. Part-time regular, seasonal and limited term employees, working 20-29 hours per week on a regular basis are eligible for 50% employer paid benefits. Benefits include medical, dental, vision, life and AD&D insurance; paid vacation, paid sick leave, 13 paid holidays per year and opportunities to participate in a 403 (b) retirement plan and section 125 cafeteria plan.

EOE/ V/ ADA/ Drug Free Workplace/ Asset Infused Organization