

**SACRAMENTO CITY UNIFIED SCHOOL  
DISTRICT  
Position Description**

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<b>TITLE:</b>	Infant Toddler Caregiver	<b>CLASSIFICATION:</b>	Classified Non-Management (SEIU/Aide-Paraprofessional Unit)
<b>SERIES:</b>	None	<b>FLSA:</b>	Non-Exempt
<b>JOB CLASS CODE:</b>	9871	<b>WORK YEAR:</b>	10 Months
<b>DEPARTMENT:</b>	Student Support and Health Services	<b>SALARY:</b>	Range 50 Salary Schedule C
<b>REPORTS TO:</b>	Coordinator II- SSHA	<b>HR APPROVAL:</b>	7-24-2023
		<b>CABINET APPROVAL:</b>	8-11-2022

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**BASIC FUNCTION:**

Under the direction of an assigned supervisor, the Infant Toddler Caregiver will provide age-appropriate activities that support a functional learning atmosphere; prepare and execute appropriate experiences suitable for children, 0 to 3 years of age. Work in a licensed childcare setting.

**REPRESENTATIVE DUTIES:**

Facilitates and guides children's learning, social and emotional development, problem-solving abilities, physical development and any special ability. **E**

Support all children in small and large groups, in a variety of activities involving fundamental language development and literacy, number concepts, exploration of nature, arts and crafts, music, and dramatic play. **E**

Support each child's individual needs. **E**

Provide a positive, safe and nurturing learning environment. Monitors classroom and playground activities to ensure the safety and wellbeing of students. **E**

Oversee the safety and supervision of children in care. **E**

Organize, plan, implement and oversee student activities and instructional materials that align with the State or Federal required tools. Complete required assessments and screeners as required by funding and compliance. **E**

Provide assistance and support to students' individual health needs when appropriate, with toilet training and/ or diapering, hand washing, feeding, and tooth brushing needs. **E**

Support children with special needs and those with an IFSP or requiring individualized care. **E**

Maintain the classroom in a safe, sanitary, and orderly condition. **E**



**KNOWLEDGE OF:**

Classroom procedures and appropriate knowledge of child development methods and practices.

Child behavior management techniques and child guidance principles and practices.

Requirements of maintaining an infant/toddler classroom in a safe, clean and orderly condition.

Experiences and curriculum designed for an infant/toddler program.

Basic record-keeping techniques.

Basic instructional methods and techniques.

Health and safety regulations.

Operation of standard office and classroom equipment.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills using tact, patience, and courtesy.

Proper lifting techniques.

Lift infants and toddlers weighing up to 50 pounds.

California Department of Social Services (CDSS) licensing requirements

Community Care and Licensing Regulations, State and Federal guidelines in relation to funding requirements.

**ABILITY TO:**

Monitor, supervise and evaluate children in games, play or group activities;

Read and understand teacher manuals and guides;

Follow oral and written instructions with direction; Ability to give directions clearly;

Work independently and make minor decisions within the framework of established guidelines;

Adapt to individual needs of children and work with frequent interruptions;

Work harmoniously with children and staff.

Meet schedules and timelines.

Learn and use technology and computer software applications as appropriate to the learning environment.

Understand and be sensitive to those of culturally and linguistically diverse backgrounds.

Successfully implement and use positive reinforcement and assertive discipline practices.

Provide experiences and related activities in a classroom or assign

Maintain consistent, punctual and regular attendance.  
Sit or stand for an extended period.  
Bend at the waist, kneel, crawl or crouch to assist students.  
Learn district organization, operations, policies and objectives.  
Assist parents with school involvement and participation as required.  
Use proper lifting methods.

**WORKING CONDITION:**

**SAMPLE ENVIRONMENT:**

Indoor classroom and outdoor playground childcare environment; frequent interruptions; significant distractions; continuous contact with staff and the public. Drive a vehicle to conduct work for required home visits.

**SAMPLE PHYSICAL ABILITIES:**

Sufficient physical strength and mobility to stand, walk, run with students and lift/hold infants/toddlers. Sit for extended periods; bend at the waist or crouch to assist children. Must be able to bend, squat, and kneel throughout the day, reach overhead, above the shoulders, and horizontally to retrieve and store files; hear and speak to exchange information; see to read a variety of materials and monitor student activities and behavior; dexterity of hands and fingers to demonstrate activities, prepare materials. Operate standard office and classroomclaspereOsrieva.]TJ ( )Tj -0.0