

INFANT CARE AIDE AND (RESTRICTED)

DEFINITION

Assists a School Nurse or a teacher in attending to the needs of infants and preschool children.

TYPICAL DUTIES

Assists a School Nurse or teacher in attending to feeding, diapering, bathing, and other needs of infants and preschool children.
Assists a home economics instructor during vocational training by demonstrating procedures for infant care.
Oversees preschool children in educational games and monitors play periods.
Reads to, comforts, and quiets children when necessary and helps prepare them for naps.
Cleans and disinfects cribs, high chairs, infant seats, tables, other furniture, and toys.
Vacuums rugs; dusts and polishes furniture; cleans floors, stove, sink, refrigerators, and other kitchen equipment; and operates a dishwasher.
Provides input and feedback regarding the activities for the infant child care program.
May assist a Principal or a designated certificated employee in the check-in and check-out of infants and children according to procedures.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Infant Care Aide assists a School Nurse or a teacher in attending to the needs of infants and young children, and performs housekeeping and related duties. An Infant Care Aide (Restricted) performs similar duties to those of the counterpart, unrestricted class and is employed in accordance with Education Code Section 45108.

An Early Education Aide I performs beginning level work of gradually increasing responsibility in assisting in meeting the developmental and educational needs of children.

SUPERVISION

General supervision is received from a Principal, Early Education Center. Immediate supervision is received from a School Nurse or a teacher. No supervision is exercised.

CLASS QUALIFICATIONS

Knowledge of:

Sterilization and sanitation methods used in baby care and housekeeping work
Proper baby and preschool child bathing, feeding and handling practices, and safety procedures
Cleaning materials, such as soaps, disinfectants, and detergents
Developmentally appropriate activities for young children
Pediatric First Aid and CPR
Universal Precautions provisions

Ability to:

- Care for and oversee infants and preschool children in a caring, patient, and effective manner
- Deal tactfully with children and parents
- Practice Universal Precautions including the use of gloves, masks, protective eyewear when necessary
- Learn and apply program policies and procedures to assist in the check-in and check-out of infants and children from campus
- Perform general and kitchen housekeeping effectively
- Keep simple records of infant growth and progress

Special Physical Requirement:

- Safely lift and carry infants and preschool children

ENTRANCE QUALIFICATIONS

Education:

- Graduation from high school or evidence of equivalent educational proficiency.

Experience:

- Experience in caring for children either in own home or other person's home, or as a children's nurse, or a licensed vocational nurse, or had training in the care of young children in a group facility.

Special:

- A Los Angeles Unified School District Food Handler's Health Certificate.
- Ability to speak Spanish may be required for some positions.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonable related to existing duties.

Revised
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