

Child Development Assistant (Substitute)
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=261652>

Downloaded On: Aug. 26, 2025 7:12pm

Posted Aug. 26, 2025, set to expire Jan. 28, 2026

Job Title Child Development Assistant (Substitute)

Department

Institution South Orange County Community College District
Mission Viejo, California

Date Posted Aug. 26, 2025

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Classified Staff

Academic Field(s) Child and Social Services
Educational Services

Job Website <https://www.schooljobs.com/careers/socccd/jobs/5056889/child-development-assistant-substitute>

Apply By Email

Job Description

Description

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.

SUMMARY DESCRIPTION

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Under supervision, assists in the education, health, and safety of young children 0 to 60 months of age enrolled in the Child Development Center programs; participates in the implementation of developmentally appropriate programs for assigned children that promote learning of language, communication, emergent literacy, social, cognitive, play, and creative skills.

This is the entry-level class in the Child Development series providing child development services and activities at the Child Development Center. Positions at this level are not expected to function with the same amount of program knowledge or skill level as positions allocated to the Child Development Specialist level and exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. Employees within this class are distinguished from the Child Development Specialist in that the Child Development Specialist serves as the lead in an assigned classroom with full responsibility for education, health, and safety of young children in the assigned classroom while the Child Development Assistant serves in an assistant capacity.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Assists the Child Development Specialist in supervising planned activities in a classroom and outdoor setting; works with groups of children in a variety of activities in a warm and positive manner while maintaining order and discipline; follows the child management and guidance procedures of the Child Development Center.

Assists the Child Development Specialist in maintaining a clean, healthy, safe, and orderly indoor and outdoor environment by following Center policies and procedures for health and safety related issues; does laundry; performs general housekeeping duties as required.

Assists with the general hygiene of the children including toilet training, diaper changing, and other activities requiring contact with bodily fluids.

Assists in supervising and feeding children at family style meals including breakfast, lunch, and snacks.

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Assists in providing a quiet and peaceful atmosphere for children to sleep.

Assists in preparing children to attend and perform at special events including graduation ceremony and winter break ceremony.

Observes each individual child's growth and development on a continuous basis; assists in the documentation of each child's growth and development through pictures, anecdotal notes, and sample work.

Maintains appropriate records and completes assigned paperwork in an accurate and timely manner; takes attendance and meal counts; assists in the preparation of assigned reports.

Communicates with parents and staff to develop positive, reciprocal relationships; communicates with parents about children's health and development as well as daily routines.

Participates in staff meetings.

Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Basic concepts in early childhood education.

Basic principles and applications of child development theory.

Basic socialization techniques.

Health and safety requirements for children.

Potential safety issues within a group care setting; appropriate safety precautions and procedures.

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Basic methods of observing, evaluating, and recording child behavior.

Principles of basic first aid and CPR.

Principles and procedures of record keeping.

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

Ability to:

Assist in the instruction and supervision of children of various ages involved in Child Development Center activities.

Develop and maintain effective relationships with preschool and school-aged children, students, parents, and staff.

Participate in observing, evaluating, and recording child development.

Apply appropriate disciplinary action.

Maintain assigned records.

Demonstrate an awareness and appreciation of the cultural diversity of the community.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Report to work on a regular and consistent basis, as scheduled, to assigned job.

EDUCATION AND EXPERIENCE GUIDELINES

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to the completion of the twelfth-grade supplemented college level course work in early

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childhood education, child development, education, or a related field.

Experience:

Six months of experience working in a licensed child development program assisting in the teaching of infants or preschoolers.

License or Certificate:

Possession of, or eligibility to obtain a Child Development Assistant Teacher Permit issued by the California Commission on Teaching Credentialing.

Possession of a current pediatric C.P.R. Certificate and First Aid Certificate.

Possession of a Mandated Child Abuse Reporter Certificate.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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