

# CYP Assistant (Intermediate) Education Technician

CY-1702-I (CYP 13-02)

## Duties and Responsibilities

The duties and responsibilities of the CYP Leader are grouped into categories, including curriculum, indoor and outdoor environment, interactions and relationships, supervision of children and youth, parent and employee communication, assessment, and compliance as described below.

- **Curriculum**  
Assists in planning activities for program participants including group and individual activities. Implements daily schedules and activities to ensure age and/or stage appropriateness. Incorporates special instructions provided by parents such as special dietary needs, physical needs, or other information that may affect the child or youth's experience in the program. Cares for children and youth with special needs as directed by the supervisor. Promotes and models safety, fitness, health, and nutrition practices.
- **Indoor and Outdoor Environment**  
Helps arrange, and maintain indoor and outdoor activity areas and materials to accommodate daily schedules. Inventories equipment regularly and recommends replenishing damaged, missing, and depleted supplies.
- **Interaction and Relationships**  
Encourages participant interest and establishes a program setting that promotes positive interactions with other children, youth, and adults. Interacts with children and youth using approved child guidance and youth development techniques.
- **Supervision of Children and Youth**  
Provides care and supervision, oversight, and accountability for program participants. Supervises children and youth during daily schedule of indoor and outdoor activities and on field trips, outings, and special events. Observes program participants for signs that may indicate illness, abuse, or neglect and reports as directed. Incumbent is a mandatory reporter to Family Advocacy and Child Protective Services in the case of suspected incidences of child abuse and neglect.
- **Parent and Employee Communication**  
Interacts professionally with employees, parents, and local installation command personnel. Participates in conferences with parents and employees.
- **Assessment**  
Participates in program evaluation using designated instruments such as programmatic rating scales, risk assessment tools (as required), self-inspection materials, and national accreditation tools.
- **Compliance**  
Ensures assigned area achieves and maintains standards for DoD certification and national accreditation. Ensures compliance with law, policies, and regulations applicable to DoD CY programs.

### **Physical Demands**

The incumbent is required to do considerable walking, standing, bending, stooping, standing, and lifting up to 40 pounds. Activities may require incumbent to drive an automobile (to include driving a government vehicle while transporting children). However, most of the work is done in classroom settings or activity areas, and no special, physical demands are made upon the incumbent.

### **Work Environment**

The work environment involves everyday risks or discomforts that require normal safety precautions typical of a wide variety of child and youth activities, programs and services, such as exposure to disease and injuries from lifting. Activities are conducted in a building or outside and are suitable for CYP. The work area is adequately lighted, heated and ventilated. The incumbent may be required to work on uncommon tour of duty, including evening and weekend work.

### **Conditions of Employment**

- In accordance with the Department of the Navy Test Designated Position listing issued 7 October 2003 this position is subject to both pre-employment and random drug testing as a condition of employment. A positive drug test, or failure to submit for testing, may become the basis for removal from this position.
- Must pass a pre-employment physical, provide evidence of immunization and be free from communicable disease. Subject to special inoculation and immunization requirements.
- Must satisfactorily complete all background checks in accordance with PL 101-647 to include National Agency Check with Written Inquiries (NACI).
- Must satisfactorily obtain or complete required training certificates and maintain certifications or credentials required by federal, state or National Accreditation institutions utilized as part of DOD's Child and Youth Programs.

### **Qualification Requirements**

- In accordance with DoDI 6060.2, must be at least 18 years of age with a high school diploma or equivalent.  
Prior experience working with children and/or youth preferred.