

JOB DESCRIPTION
PLEASANTON UNIFIED SCHOOL DISTRICT

~~PRESCHOOL~~ EARLY EDUCATION AIDE

Purpose Statement

The job of ~~Preschool~~ Early Education Aide (~~Preschool Program~~) ~~is done for the purpose/s of assisting the Preschool Assistant~~ is to assist in the delivery of the Early Education/Preschool Program ~~that is consistent with the Preschool program philosophy, goals and objectives of~~ (Science, Technology, Engineering, Art, and Math (STEAM)); lead the activities of the children ~~based on current developmentally appropriate curriculum~~; positively interact with families and ~~co-workers~~ others on a day-to-day basis.

Essential Job Functions:

1. Assist in providing essential care for infants, toddlers and/or preschoolers (e.g. diapering, toileting, feeding) to care for the child; assist in opening and closing assigned classrooms; set up and put away toys, learning materials and equipment.
2. Provides supervision of children's activities as assigned by the ~~Preschool Lead/Preschool Assistant~~ Teacher, Lead or Assistant.
3. Cooperates with other program staff to create and maintain a harmonious and efficient environment.
4. Prepares snacks, lunches, bottles and food ~~for the purpose of feeding to feed~~ children and ~~ensuring ensure that they receive proper nutritional items to meet~~ the federal and state nutritional guidelines are met.
5. ~~A~~ Monitor and assists ~~the children in maintaining standards of~~ infant/toddler/preschooler behavior ~~set by the program~~ in a variety of settings (classrooms, indoor/outdoor, quiet/active, field trips, library) to provide a safe and positive environment.
6. Participates in the ~~planning~~ implementation of developmentally appropriate program curriculum and activities as assigned.
7. Assists children, individually or in small groups, with ~~lesson assignments~~ instruction and guidance (e.g. art, science, music, housekeeping, story time, movement activities, toilet training, ~~reading stories~~, listening to children ~~read reading~~ and motor perception programs) ~~for the purpose of to provide supervision and present or reinforce presenting or reinforcing~~ learning concepts and helping ~~students~~ children reach their academic goals and potential.
8. ~~Implements instructional programs and lesson plans for the purpose of assisting the Preschool Lead/Preschool Assistant in improving children's academic success through a defined course of study.~~
9. ~~Monitors individual or groups of children in a variety of settings (e.g. classroom, field trips, and library) for the purpose of providing a safe and positive learning environment.~~
10. Performs record keeping and clerical functions (e.g. copying, correcting papers, recording grades, and phone calls) ~~for the purpose of supporting to support~~ the Preschool Lead/Preschool Assistant and/or Early Education Lead/Teacher. ~~and in providing necessary records/materials.~~
11. ~~Promotes good habits for the purpose of improving the quality of children's outcome and encouraging child development.~~
12. Monitor classroom equipment and work areas (e.g. instructional materials, cleaning work

- area, kitchen area) to ensure availability of items.
13. Participate in workshops, meetings, community events to receive information and gain knowledge in the field.

Other Functions:

Assists other ~~personnel as may be required for the purpose of supporting~~ staff within the scope of their job classification as needed in order to support them in the completion of their work activities.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: apply pertinent policies, regulations and/or laws; preparing and maintaining accurate records; and operating standard office equipment including pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percent, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: appropriate codes, policies, regulations and/or laws; age appropriate activities; and stages of child development.

ABILITY is required to schedule activities; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize specific, job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: establishing and maintaining constructive relationships; adapting to changing work priorities; maintaining confidentiality; and working flexible hours.

Responsibility

Responsibilities include: working under ~~direct~~ limited supervision using standardized procedures; providing information and/or advising others; ~~and operating within a defined budget and/or financial guidelines. Utilization of some resources from other work units is often required to perform the job's functions.~~ There is a continual opportunity to have some impact on the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions requires the following physical demands: ~~significant~~ frequent lifting, carrying, pushing, and/or pulling; some climbing and balancing, frequent stooping, kneeling, crouching, bending, reaching, and/or crawling; significant fine finger dexterity; sitting on floor; and interacting with children at their eye level. Generally the job requires 30% sitting, 20% walking, and 50% standing. The job is performed under ~~minimal~~ some temperature variations, some hazardous conditions, and in a clean atmosphere.

Experience

Six (6) months job related experience ~~within a preschool program is preferred~~ is desired.

Education

High School graduate or equivalent (must be 18 years old)

Childcare position requires six (6) core ECE units.

Willingness to enroll in 3 units Infant/Toddler Development Course

An Aide shall work only under the direct supervision of a qualified Teacher (Licensing regulations)

Required Testing

Pre-employment Proficiency Test

Certificates & Licenses

First Aid/CPR with Health & Safety is desired

Children's Center Permit (or eligibility)

~~Valid California Driver's License and Evidence
of Insurability~~

Continuing Educ./Training

~~None Specified~~

Childcare position: 21 hours

Professional growth yearly

To maintain Children's Ctr Permit

Proof of MMR, DTAP, and Influenza Vaccine (or waiver)

Mandated Reporter Clearance

Integrated Pest Management Certificate

Sexual Harassment Training

Clearances

Criminal Justice Fingerprint/Background

Health Screening Clearance (2)

TB Clearance

FLSA Status

Non Exempt

Approval Date

6/23/15

Salary Grade

Classified 5