

JOB DESCRIPTION
PLEASANTON UNIFIED SCHOOL DISTRICT

EARLY EDUCATION AIDE

Purpose Statement

The job of Early Education Aide is to assist in the delivery of the Early Education/Preschool Program, Technology, Engineering, Art, and Math (STEAM); lead the activities of the children based on current developmentally appropriate curriculum; positively interact with families and 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. Provide supervision of children's activities as assigned by the 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 to feed children and ensure that the federal and state nutritional guidelines are met.
5. Monitor and assists infant/toddler/preschooler behavior in a variety of settings (classrooms, indoor/outdoor, quiet/active, field trips, library) to provide a safe and positive environment.
6. Participate in the implementation of developmentally appropriate program curriculum and activities as assigned.
7. Assist children, individually or in small groups, with instruction and guidance (e.g. art, science, music, housekeeping, story time, movement activities, toilet training, listening to children read and motor perception programs) to provide supervision and present or reinforce learning concepts and help children reach their academic goals and potential.
8. Performs record keeping and clerical functions (e.g. copying, correcting papers, recording grades, and phone calls) to support the Preschool Lead/Preschool Assistant and/or Early Education Lead/Teacher.
9. Monitor classroom equipment and work areas (e.g. instructional materials, cleaning work area, kitchen area) to ensure availability of items.
10. Participate in workshops, meetings, community events to receive information and gain knowledge in the field.

Other Functions:

Assists other staff within the scope of their job classification as needed in order to support them in the completion of their work activities.

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 limited supervision using standardized procedures; providing information and/or advising others. 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: 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 some temperature variations, some hazardous conditions, and in a clean atmosphere.

Experience

Six (6) months job related experience 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

Continuing Education & Training

Childcare position: 21 hours

Professional growth yearly to

maintain Children's Center Permit

Certificates & Licenses

First Aid/CPR with Health & Safety is desired

Children's Center Permit (or eligibility)

Clearances

Criminal Justice Fingerprint/Background

Health Screening Clearance (2)

TB Clearance

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

Mandated Reporter Clearance

Integrated Pest Management Certificate

Sexual Harassment Training

FLSA Status

Non Exempt

Approval Date

Salary Grade

Classified 5