

# WISEBURN UNIFIED SCHOOL DISTRICT

## **Child Development Center – Associate Assistant** Classified Position

### **DEFINITION**

Under the direction of an assigned supervisor, assist in providing care, supervision and learning activities to children in a classroom or other learning environment; assist with assignments, meals, play, hygiene, cleaning and various other activities to meet the needs and interests of the children; perform a variety of classroom clerical support duties.

### **EXAMPLE OF DUTIES –**

- Assist in providing care, supervision and instruction to preschool and school age children in a classroom or other learning environment. **E**
- Observes the instructional personnel in the presentation of lessons and assists with follow up and tutorial activities; tutor individual students, follows specific directions and instructions by the teacher concerning areas of remediation. **E**
- Provide interim class supervision as needed. **E**
- Provide children with proper examples, emotional support, friendly attitude and general guidance; assist the teacher with the development and implementation of classroom activities.
- Assist individual and small groups of children with projects and assignments; assist children with letter and word pronunciation and recognition; assist with planning and implementing a variety of activities to meet the needs and interests of the children; assist children with homework and classroom assignments, read age-appropriate stories to students. **E**
- Observe and control behavior of students in the classroom and during outdoor activities according to approved procedures; assist in the assessment of student skills and progress; report progress regarding child performance and behavior; confer with parents concerning child progress and behaviors as appropriate. **E**
- Perform a variety of clerical duties in support of classroom activities such as preparing, typing, duplicating and filing instructional materials; log students in and out of classroom as directed; maintain student files as assigned. **E**
- Assure the health and safety of students by following established practices and procedures; maintain learning environment in a safe, orderly and clean manner; clean, set up, and set out toys and instructional materials; perform light housekeeping duties including washing dishes, clearing lunch tables and sweeping floors as assigned. **E**
- Assist with snack and lunch time as assigned; prepare snacks; set up and clean eating areas; assist with washing children's hands and faces after play time and meals as needed; assist children with toileting as needed. **E**
- Oversee and interact with children during games, play, outing, recreational and other group activities; oversee and assist with naptime functions as assigned. **E**
- Operate a variety of classroom and office equipment including a computer, copier, paper cutter and laminator.
- Oversee groups of students in lunchroom, recess and other playground activities as assigned; escort children to and from classrooms; assure safe outdoor play. **E**
- Attend assigned meeting, conferences and in services.
- Perform related duties as assigned.

**Note – Task statements coded with letter “E” are essential elements of position in this class pursuant to the Americans with Disabilities Act. 1990**

**KNOWLEDGE AND ABILITIES**

**Knowledge of:**

- Child guidance principles and practices.
- Classroom procedures and appropriate child conduct.
- Safe practices in classroom and playground activities.
- Basic subjects taught in District schools, including arithmetic, grammar, spelling, language and reading.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Operation of standard office and classroom equipment.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Basic record keeping techniques.

**Ability to:**

- Assist with anecdotal record keeping and the Desired Results Developmental Profiles.

**DESIRABLE QUALIFICATIONS**

Experience – One year of paid experience in an instructional capacity in a preschool or early childhood education program.

Education – Graduation from High School and twelve (12) college semester units in Early Childhood Education (ECE).

**WORKING CONDITIONS**

**ENVIRONMENT**

Classroom and playground environment.

**PHYSICAL ABILITIES**

Ability to safely lift, carry, push and/or pull weights up to 50 pounds with lifting devices, lifting belts or other accommodations, with frequent lifting and carrying of weights up to 25 pounds. Bending at the waist, kneeling or crouching to assist students. Sitting and standing for prolonged periods of time.

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| <b>Vision</b> (which may be corrected)  | to read small print and maintain records, monitor student activities. |
| <b>Hearing</b> (which may be corrected) | to communicate with staff, to talk on phone.                          |
| <b>Speech</b>                           | to communicate with staff, to talk on phone.                          |
| <b>Dexterity of hands and fingers</b>   | to operate office equipment.  |

Revised: July 2013

Board Approved: May 2013