

Western Placer Unified School District

POSITION DESCRIPTION

Position Title: **PRESCHOOL INSTRUCTIONAL AIDE**
Department: Educational Services
Reports: Preschool Program Coordinator and/or Applicable Preschool Instructor

SUMMARY:

Under the direction of the Coordinator and/or applicable preschool instructor; performs supportive instructional and clerical duties, and other related assignments as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform a variety of duties to assist teacher and other professional staff with various instructional and recreational activities for children enrolled in the preschool program.
- Be able to photocopy and assemble instructional materials; prepare student folders; assist with planning and implementing a variety of activities to meet the needs and interests of the children; take attendance; supervise children in outdoor and indoor play activities; lead children in singing, dancing and other play activities.
- Tutor individual or small groups of students, reinforce instruction as directed by the instructor; monitor and oversee student drills, practices and assignments.
- Provide for the safety of the children as required; respond to a child's needs and problems in a patient, caring and sensitive manner.
- Administer, monitor and score a variety of tests and assignments; rephrase materials and explain instructions and words.
- Assist with snack time as assigned; clean up eating areas and wash children's hands and faces after play times and meals as needed; provide for other physical, toileting, and personal hygiene needs of the children.
- Provide guidance, assistance, and encouragement with various projects; assist in promoting self-esteem and a healthy self-image.
- Assists and instructs pupils in personal hygiene; feeding skills; toileting, tooth brushing and hand washing.
- Operate a computer terminal to load and retrieve instructional programs related to classroom subject matter; assist students in the operation of the computer.
- Prepare and maintain daily logs, sign in and out sheets, lunch counts and other records related to daily activities; assist with updating files and records.
- Maintain a clean, safe, sanitary and orderly child care environment; wash toys, walls, tables and other furniture.
- Attend workshops and in-services as assigned; attend staff meetings; participate in meetings and compliance review activities as assigned.
- Administer minor first aid according to established procedures as assigned; call School Health Clerk or District Nurse in emergency situations.
- Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED) and a Valid California Child Development Assistant Permit.

- Completion of six (6) semester units of early childhood education or child development coursework;
- Completion of an accredited secondary Home Economics Related Occupation (HERO) program supported by local, federal, or Regional Occupational Center/Program (ROC/P) funds or Regional Occupational Program (ROP) in Child Development Related Occupations; or
- Completion of equivalent training approved by the Commission on Teacher Credentialing. Equivalent training may include traditional coursework taken through a regionally accredited institution of higher education and Commission approved alternative education programs.

LANGUAGE SKILLS:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, draw and interpret bar graphs.

REASONING ABILITY:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER SKILLS and ABILITIES:

Previous work in childcare. Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and Board of Trustee policies.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk or hear. The employee is occasionally required to stand; walk, climb or balance; and stoop kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. The employee must be able to push items of 50 lbs such as pushing children on a bike or moving/rearranging furniture. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually loud at a standard acceptable level for this environment. The employee is continuously responsible for the safety, well-being and work output of students.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.