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|-------------------------|---|-------------------|---|--|
| Title: | Paraprofessional I Childcare | Reports To: | Program Supervisor | |
| Department: | Child Development Center | Bargaining Unit: | <input type="checkbox"/> CSEA 860 <input checked="" type="checkbox"/> CSEA 27 <input type="checkbox"/> AEA | <input type="checkbox"/> Management <input type="checkbox"/> Confidential <input type="checkbox"/> Unrepresented |
| Hours: | Varies | No. of Work Days: | 261 | |
| FLSA Classification: | <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non Exempt | Type: | <input type="checkbox"/> Reclassification <input checked="" type="checkbox"/> Update of job description <input type="checkbox"/> New job description | |
| Salary Schedule: | <input type="checkbox"/> Contract <input type="checkbox"/> Executive Cabinet <input type="checkbox"/> Administrative/Supervisory <input type="checkbox"/> Confidential | | <input type="checkbox"/> Licensed <input type="checkbox"/> Unrepresented <input checked="" type="checkbox"/> CSEA 27 - Group I <input type="checkbox"/> CSEA 860 | |
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DEFINITION

Under direct supervision, provides care and supervision of groups of children participating in child care programs which include academic, recreational and social development activities for children which may include toddlers and preschoolers.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision from the Program Supervisor. Exercises no supervision of staff.

ESSENTIAL FUNCTIONS

- Assists in organizing and implementing age-appropriate activities including: arts & crafts, academic support, physical education, recreation, social learning and other suitable educational activities for assigned group of participants.
- Assists with routine classroom procedures such as supervision of opening exercises, cleanup activities, attendance, and collecting materials.
- Assists in maintaining classroom and playground discipline.
- Assists in providing academic support to children in the after school program(s).
- Sets up and arranges supplies and equipment in the classroom/playground as directed.
- Maintains a safe and healthy environment for children and staff; performs first aid, follows program protocol for ill or injured participants.
- Prepares, distributes and cleans up meals and/or snacks.
- Maintains program records including attendance; daily activities, health/accident and discipline reports.
- Demonstrates effective problem solving and conflict resolution methods to promote positive interaction with children, co-workers and parents/guardians.
- Utilizes effective behavior modification and positive discipline techniques to enhance social and academic success of children.

- Communicates effectively with program participants, parents/guardians and co-workers.
- Observes and reports behavioral or learning issues to the assigned teacher in order to identify children for specific programs or to recommend for assessment.
- Attends to children's personal hygiene needs, such as diaper changing, cleaning, feeding, and changing soiled or wet clothes.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- District policies, procedures and program guidelines to meet children's intellectual, physical, social and emotional needs.
- General early education subject matter areas including: mathematics, language arts, grammar, spelling, writing, and reading readiness.
- Methods, practices, and techniques of improving student learning through specialized structured lesson plans, teaching techniques, and instructional materials.
- Basic concepts of nutrition, health and safety, children's physical and emotional development.
- Safety principles and practices.
- Basic principles of record keeping and file maintenance.
- English usage, spelling, vocabulary, grammar, and punctuation.

Ability to:

- Instruct and engage students in positive learning in a classroom or other learning environments.
- Learn and understand the organization and operation of the worksite/District as necessary to assume assigned responsibilities.
- Observe and assist with student behavior according to approved policies and procedures.
- Organize, maintain, and update student records and files.
- Handle medical emergencies and injuries in a calm and effective manner.
- Maintain assigned work area in a clean, safe, and secure manner.
- Understand and follow oral and written instructions.
- Learn worksite/District first aid procedures.
- Organize work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Adapt to changing work priorities; communicating with diverse groups; fostering positive relationships; maintaining confidentiality; working as part of a team; exhibiting tact, patience, kindness, and a positive attitude.

Education and Experience:

- High school diploma or equivalent.
- Job related experience

Licenses and Certifications:

- AUSD Pre-employment Proficiency Test
- 6 Early Childhood Education Units
- Current American Red Cross First Aid Certificate and CPR Certificate preferred.

PHYSICAL REQUIREMENTS:

Frequency Key: None (N); Occasional - up to 25% of shift (O); Intermittently – up to 50% of

shift (I); Frequently – up to 75% of shift (F).

| Activity | Frequency | Activity | Frequency |
|-----------------------|-----------|---------------------------------|-----------|
| Bend | F | Lift/carry 0-10 lbs | F |
| Twist | F | Lift/carry 11-25 lbs | F |
| Squat | F | Lift/carry 26-40 lbs | I |
| Kneel | F | Lift/carry 41-100 lbs | I |
| Climb | F | Stand | F |
| Reach above shoulder | F | Walk | F |
| Grip/Grasp | F | Sit | F |
| Extend/Flex Neck | F | Drive | O |
| Use Dominant Hand | F | Perform Repetitive Hand Motions | F |
| Use Non-Dominant Hand | F | Keyboarding/Mouse Work | O |
| Ability to See | F | Ability to Hear | F |

ENVIRONMENTAL ELEMENTS

Employees work in a classroom and/or playground environment with moderate to loud noise levels; may be exposed to cold and/or hot temperatures. Employees may be exposed to blood and body fluids. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

THE ALAMEDA UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER and in compliance with federal and state laws, does not discriminate in any employment practice on the basis of age, ancestry, color, marital status, medical condition, national origin, political or union affiliation, physical or mental disability, race, religion, sexual orientation or sex.