

**PLEASANTON UNIFIED SCHOOL DISTRICT
Job Description**

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| Title: | Early Childhood Assistant | Reports to: | Program Administrator/Supervisor |
| Job Category: | Student Services/Early Learning and Expanded Care | Classification Unit: | Classified |
| Board Approval: | 12/08/2022 | Current Salary Grade: | 5 |
| Job Description Revised: | | FLSA Status: | Non-Exempt |

JOB SUMMARY:

Under the general supervision of the Program Director, assist in the delivery services to the Early Education Centers that are consistent with the program philosophy, goals, and objectives; lead the activities of the children based on current developmentally appropriate curriculum; interact positively with families and others on a day-to-day basis.

ESSENTIAL FUNCTIONS:

- Assists Educators or other education staff in the development and implementation of center and classroom activities. Serves as an appropriate model for positive adult/child interactions.
- Ensures a safe, healthy, supervised environment for young children that are in compliance with all applicable health and safety standards.
- Assist in providing essential care for infants, toddlers and or preschoolers, including diapering, toileting, and feeding to care for the child;
- Assist in opening and closing assigned classrooms; set up and put away toys, learning materials, and equipment.
- Provide supervision of children's activities as assigned by the Early Childhood Site Lead.
- Prepare snacks, lunches, bottles, and food to feed children and ensure that the federal and State nutritional guidelines are met.
- Monitor and assist infant/toddler/preschooler behavior in a variety of settings including classrooms, indoor/outdoor, quiet/active, field trips, and the library to provide a safe and positive environment.
- Participate in the implementation of developmentally appropriate program curriculum and activities as assigned.
- Assist children, individually or in small groups, with instruction and guidance to support the growth and development of the whole child in the areas of self-care, art, science, music, housekeeping, story time, and movement activities
- Participate, along with the classroom staff team, in the daily cleaning and maintenance of the facility.
- Provides support to the Early Childhood site and classroom staff team.
- Participate in workshops, meetings, community events to receive information and gain knowledge in the field.

OTHER JOB-RELATED DUTIES:

- Perform related duties within the scope of their job classification as assigned.

REQUIRED QUALIFICATIONS:

Knowledge of:

- Basic methods of instruction.
- Methods of observing and recording child behavior.
- Safe practices in classroom activities.
- Applicable laws, codes, rules, and regulations. Age-appropriate activities.
- Stages of child development.
- Basic English usage, grammar, spelling, punctuation, and vocabulary.
- Perform basic math, including calculations using fractions, percentages, and/or ratios.

Ability to:

- Maintain a clean, safe, attractive, and positive learning environment.
- Communicate effectively with children and adults, both orally and in writing.
- Learn policies and objectives of assigned program and activities.
- Observe health and safety regulations.
- Flexibility is required to work with others in a variety of circumstance.
- Adapt to changing work priorities.
- Maintain confidentiality.
- Work flexible hours.
- Operate a variety of job-related equipment, including office and classroom equipment.
- Establish and maintain cooperative and effective working relationships with others.
- Organize and prioritize work to meet deadlines, timelines, and schedules.

EDUCATION AND EXPERIENCE: Any combination of education and experience that provides the required knowledge, skills and abilities.

Education: High School graduate or equivalent (must be 18 years old). Position requires six (6) core college ECE units from an accredited college or approved vocational program. Willingness to enroll in three (3) units Infant/Toddler Development Course if job assignment is inclusive of working with toddlers.

Experience: Six (6) months job related experience is desired.

Required licenses, certificates, continuing education, training and other requirements:

- Valid Infant First Aid/CPR with Health & Safety issued by an authorized agency is desired within a designated probationary period.

WORKING CONDITIONS:

Environment: Indoor/outdoor and classroom work environments.

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.

- 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.

Hazards:

- Potential contact with blood and other bodily fluids.
- Potential contact with blood-borne pathogens and communicable diseases.

OTHER:

Required Testing:

- Pre-employment Test

Clearances:

- Criminal Justice Fingerprint/Background Clearance
- Health Screening Clearance
- Proof of MMR, DTAP, and Influenza Vaccine (or waiver)
- Mandated State Training
- TB screening
- Official transcripts of required units

Pleasanton Unified School District is an Equal Opportunity Employer. The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.). Reasonable accommodations are made under A.D.A. as required by law.